

Scotiabank
CONCACAF
LEAGUE
★

2022 TECHNICAL GUIDE



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Purpose of the Technical Guide

The Scotiabank Concacaf League Technical Guide has been created with the aim of providing information about various points referenced in the competition's Regulations. Moreover, the Technical Guide will provide key information to assist in the execution of the matches and the requirements for this competition.

The Official Scotiabank Concacaf League Regulations will always prevail in the event of a conflict with this Technical Guide. This guide is to be utilized by the Confederation's participating football clubs and no part of this guide shall be reproduced without the explicit permission from Concacaf.

Concacaf Delegation and Personnel

The below lists various members of the Concacaf delegation. Not all members described below will be present at every match.

Role	Frequency	Transport Provided by:
Venue Coordinator	All matches	Home Club
Match Coordinator	All matches	Home Club
Media Officer	When required	Home Club
Venue Press Officer	All matches	Home Club
Security Officer	When required	Home Club
Match Commissioner	All matches	Home Club
Referee Assessor	All matches	Home Club
Marketing Officer	When required	Home Club
Doping Control Officer	When required	Home Club
Broadcast Manager	All matches	Own Transport
Signage Supplier	All matches	Own Transport

Team Services Managers

Each participating club will be assigned a Team Services Manager (TSM). The TSM will be in constant communication with the clubs and will serve as the primary link for all the team activities. The TSM is trained and fully qualified for this position.

Each TSM has been chosen for their personal capacity, qualities and attitude. They are fluent in English and in the language of the club they are assigned so that they can facilitate timely communication with Concacaf.

Team Services Manager Responsibilities:

- To be the channel for all communications between their assigned clubs and Concacaf
- To assist as needed with competition forms or requirements by guiding them through each process as needed
- To ensure that their club receives all required equipment as stated in the competition regulations
- To continually communicate with their club prior to, during and post competition to ensure that they complete all requirements
- To confirm all logistical requirements for the club prior to the team's arrival (transport, hotel, training times)
- To ensure that the Venue & Match Coordinator for each match receives all pertinent information regarding the club for the match in question
- To ensure that all equipment due to Concacaf post competition has been returned and in good order
- To ensure that the club has completed all administrative and financial obligations to Concacaf once they have completed their participation in the competition

Team Services Managers (TSM) For Each Team

Country	Club	TSM	Phone number	Email
BLZ	Verdes FC	DIEGO MORALES	+1 786 860-8997	diego.morales@concacaf.org
CAN	Pacific FC	GONZALO MENGOTTI	+1 786 502 7050	gonzalo.mengotti@concacaf.org
CRC	LD Alajuelense	VAN LANSINGH	+1 786 473 1506	van.lansingh@concacaf.org
CRC	Deportivo Saprissa OR CS Cartagines	VAN LANSINGH	+1 786 473 1506	van.lansingh@concacaf.org
CRC	CS Herediano	VAN LANSINGH	+1 786 473 1506	van.lansingh@concacaf.org
GUA	CSD Municipal	SERGIO GARCIA	+502 49056678	Sergio.garcia@concacaf.org
GUA	Deportivo Malacateco	SERGIO GARCIA	+502 49056678	Sergio.garcia@concacaf.org
GUA	Comunicaciones FC	SERGIO GARCIA	+502 49056678	Sergio.garcia@concacaf.org
HON	CD Olimpia	SERGIO GARCIA	+502 49056678	Sergio.garcia@concacaf.org
HON	CD Motagua	SERGIO GARCIA	+502 49056678	Sergio.garcia@concacaf.org
HON	Real CD España	SERGIO GARCIA	+502 49056678	Sergio.garcia@concacaf.org
NCA	Cacique Diriangen FC	GASTON LUBCZANSKI	+1 786 583 3828	gaston.lubczanski@concacaf.org
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PAN	Tauro FC	GONZALO MENGOTTI	+1 786 502 7050	gonzalo.mengotti@concacaf.org
PAN	Alianza FC	GONZALO MENGOTTI	+1 786 502 7050	gonzalo.mengotti@concacaf.org
PAN	Sporting San Miguelito	GONZALO MENGOTTI	+1 786 502 7050	gonzalo.mengotti@concacaf.org
SLV	Alianza FC	VAN LANSINGH	+1 786 473 1506	van.lansingh@concacaf.org
SLV	CD Aguila	VAN LANSINGH	+1 786 473 1506	van.lansingh@concacaf.org
SLV	CD Platense	VAN LANSINGH	+1 786 473 1506	van.lansingh@concacaf.org
DOM	Cibao FC	GASTON LUBCZANSKI	+1 786 583 3828	gaston.lubczanski@concacaf.org
DOM	Atlético Vega Real	GASTON LUBCZANSKI	+1 786 583 3828	gaston.lubczanski@concacaf.org
JAM	Waterhouse FC	GASTON LUBCZANSKI	+1 786 583 3828	gaston.lubczanski@concacaf.org

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COMPETITION FORMAT

The Scotiabank Concacaf League is played every year and features 22 top clubs from Concacaf, including Canada and the Central American and Caribbean regions.

Concacaf's newest regional club competition is played in a knockout format, with home-and-away fixtures in all rounds of the competition. The club that lifts the Concacaf League trophy will advance to the 2023 Scotiabank Concacaf Champions league.

The runner-up, the two semifinalists, and the remaining two highest-ranked participating clubs from the quarterfinal round will also advance to the 2023 Scotiabank Concacaf Champions League, which will be played in the first half of 2023.

Concacaf League Qualifying:

Central American clubs qualify based on their performances in their local championships. The three Caribbean clubs qualify via the Caribbean Club Championship and join the Central American clubs which qualify based on their performances in their local championships. The single Canadian representative qualifies through the Canadian Premier League.

HISTORY OF SCOTIABANK CONCACAF LEAGUE

Concacaf's newest addition to the lineage of Club Competitions, the Scotiabank Concacaf League (SCL), made its debut in 2017, as 16 teams from Central America and the Caribbean challenged each other to crown themselves as the champion of the inaugural season of the SCL. Through this competition the champion gained an automatic entrance to the region's elite club championship, the Scotiabank Concacaf Champions League.

The first edition of this tournament saw Honduran powerhouse Club Deportivo Olimpia capture the inaugural SCL title as they overcame Santos de Guapiles 4-

1 on penalty kicks, after the two-legged final ended 1-1 on aggregate. With this result, CD Olimpia became the first-ever Concacaf League Champion.

In the second edition of the competition, a similar final displayed the best of Costa Rican and Honduran football, as CS Herediano faced FC Motagua, this time with the Costa Rican Club coming out victorious, as Herediano became the second holder of the Concacaf League title.

In the third edition of the competition, history was repeated as FC Motagua reached their second consecutive final, facing a different Costa Rican rival this time around. Deportivo Saprissa were crowned champions after a tight 1-0 win at home, and an even tighter 0-0 tie in Tegucigalpa. This marked the first international title for the “Monstruo Morado” since 2005.

In the fourth edition of the competition, Costa Rican clubs continued their dominance as Liga Deportiva Alajuelense beat their historic rivals, Deportivo Saprissa, 3-1 in a single-leg final played in the Alejandro Morera Soto Stadium in Alajuela, Costa Rica. This was the first international title for Liga Deportiva Alajuelense in 17 years, and the third straight Costa Rican victory in the competition.

In the fifth edition, Comunicaciones FC made Guatemalan football history as they edged off the great FC Motagua 6-3 on aggregate after winning both matches of the double-legged final. They became the first Guatemalan club to win the competition after a record performance with only 1 loss. This also secured the 3rd consecutive time that a team from the Preliminary Round wins the competition.

HOTELS

All hotels recommended by the home club, for use by the visiting clubs and match officials, are required to have a minimum rating of four stars. If there are no four-star hotels within a 50 miles radius of the stadium, then a hotel of lesser quality may be recommended, however it must be approved by Concacaf.

Each club must recommend at least three four-star hotels to ensure that the teams and the Concacaf HQ are able to stay at different hotels.

The visiting club must verify with both the home club and Concacaf to ensure that the hotel that they choose has not already be identified as the Concacaf HQ hotel or the home club's hotel. It is not mandatory that the visiting club uses a hotel recommended by the home team.

Concacaf will designate the Concacaf HQ for all 22 cities (or less if teams share the same city) prior to the start of the competition. These hotels cannot be used by either club when participating in the Scotiabank Concacaf League competition.

If the visiting club books a hotel already pre-designated for use by the home club or Concacaf, then the visiting club will be required to change hotels at their own cost. If for whatever reason, it is decided that the alternative hotels are not able to accommodate the visiting club either due to security concerns or lack of available rooms, and therefore must stay at a hotel that is already being used either by the home club or Concacaf, then they must ensure that their rooms are on different floors than the other group.

Minimum requirements for a hotel to be considered:

- Four-star rating
- Minimum standards of each room must include:
 - Air conditioning / heating
 - Internet access (wired or wireless)
 - In room shower
 - Hot/cold running water
 - Toilet
 - Gym access (whether on or off the premises)
 - Access to a conference room
 - 24-hour security on the premises
- Must be within 50 miles from the stadium

ILLUMINATION REQUIREMENTS

Stadium Lighting

- Each Stadium must have an evenly lit field, with proper horizontal and vertical light distribution;
- The field lights must be fully turned on two hours before kick-off or before sunset, whichever comes first;
- Stadium lighting must remain on for a minimum of one-hour post-match to ensure the safe and complete egress of all spectators;

- A power backup system is required (separate and independent) from the primary system.

*Note that primary and back-up must also be separate from the power to the broadcast compound.

Lighting Standards

Starting in 2018, Concacaf implemented new lighting requirements for its competitions. The minimum illuminance required will be 1,000 lux measured vertically. This increase in lighting will assist in growing our competitions by allowing Concacaf to produce higher quality images for TV as well as make it more attractive to fans and for prospective new sponsors.

As of 2020, Concacaf increased the lighting requirements however the competitions will be divided into three tiers:

- Tier I – (Concacaf Champions League)
- Tier II – (Concacaf League)
- Tier III – Regional Competitions (Concacaf Caribbean Club Championship and Concacaf Caribbean Club Shield)

Below explains each tier as well as details how the inspections will be conducted. This information will be useful for those who will conduct the inspections to ensure continuity.

Each club must ensure that the stadium management conducts yearly lighting and infrastructure inspections regardless of if they are participating in a Concacaf competition or not to identify issues and ensure compliance with league, federation and confederation requirements. As it stands now, if the club waits to conduct the inspection qualifying for the competition, it may leave little time for your club to be able to correct any issues that may be discovered during the inspection.

Terminology:

- **Horizontal Illuminance (Eh):** Is the measurement of horizontal illuminance reaching a horizontal surface taken at one meter above the playing surface. (See diagram A)
- **Main Camera Illuminance (Ev):** Measurement of vertical illuminance towards the main camera position. Calculations will be based on light meter orientation perpendicular to the sideline at an angle of 60 degrees, at one meter above playing surface. (See diagram B)

- **End Camera Illuminance (Ev):** Measurement of vertical illuminance towards the end camera position. Calculations will be based on light meter orientation perpendicular to the end line at an angle of 60 degrees at 1 meter above playing surface. (See diagram B)
- **Average Illuminance (Eh-avg or Ev-avg):** The arithmetic average horizontal or vertical illuminance of a set of calculation points over a specified area.
- **Maximum Illuminance (Eh-max or Ev-max):** The highest recorded horizontal or vertical measurement over a set of calculation points.
- **Minimum Illuminance (Eh-min or Ev-min):** The lowest recorded horizontal or vertical measurement over a set of calculation points.
- **Maximum to Minimum (Eh or Ev):** The ratio of the maximum to minimum measurement.
- **Average to Minimum (Eh-avg or Ev-avg):** The ratio of the average horizontal or vertical measurement to the minimum horizontal or vertical reading.
- **Uniformity Gradient (UG):** Is a measure of the rate of change of illuminance expressed as a ratio between the illuminance level of adjacent measuring points on a uniform grid.

Concacaf Lighting Requirements 2022-2023

<i>Calculation Matrix</i>	<i>Average (lux)</i>	<i>Maximum/Minimum Ratio</i>	<i>Average/Minimum Ratio</i>	<i>Uniformity Gradient</i>
Horizontal (Eh)	≥1200	1.5:1	1.3:1	1.4:1
Main TV (Ev)	1000	2:1	1.4:1	1.4:1
End TV (Ev)	800	2:1	1.5:1	1.4:1

General Notes

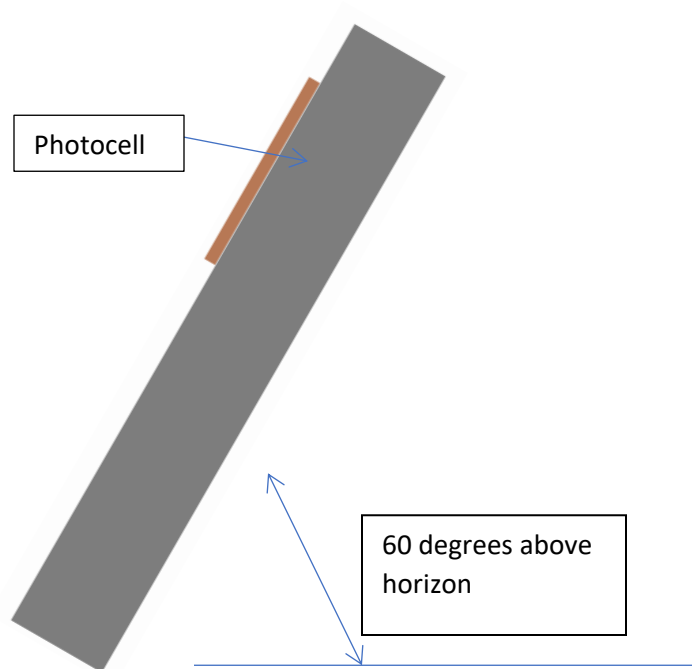
- The above illumination values are minimum maintained requirements.
- Initial levels should be 1.4 times higher than indicated above to account for lumen and dirt depreciation.

- Light source color rendering index ≥ 65 CRI
- Light source kelvin temperature ≥ 4200 k

Diagram A – Horizontal Measurement



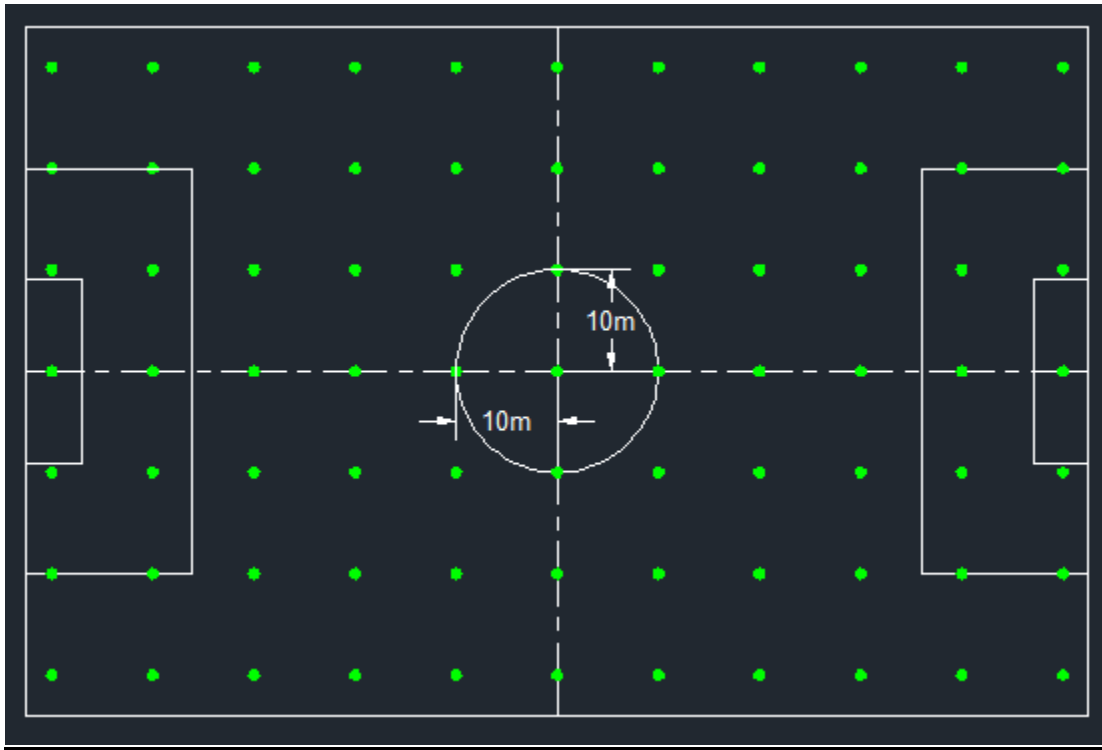
Diagram B – Vertical Measurement



Testing Parameters

- The illumination will be testing on a 10m x 10m grid spaced equally across the pitch. Minimum number of testing points required is 77. (See Diagram C)
- Measurements will be taken 1 meter above the playing surface for vertical & horizontal readings.
- Measuring equipment will require certificate of annual calibration.

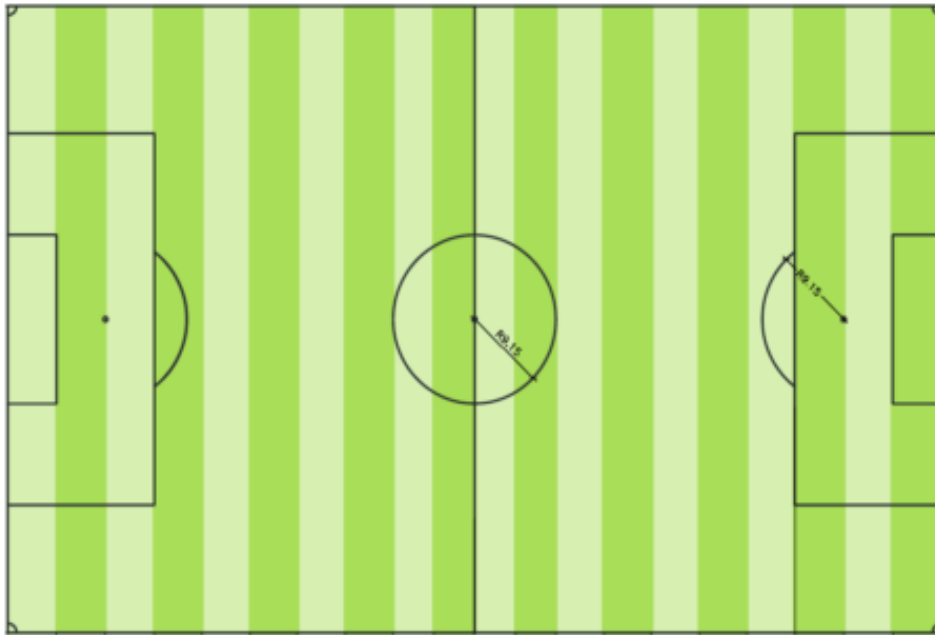
[Diagram C](#)



PITCH REQUIREMENTS

General Information

- Mowing patterns are illustrated below.
- The pattern for game day should be the “**Crossways Cut**” shown below.
- The grass height can range from 25-30mm however the optimal cutting length of the grass should be 25mm.
- The height of the grass should be the same for the training session as it is for the match.



Match Operations

- To guarantee effective mowing, parts of the infrastructure (e.g. photographer positions, camera positions etc.) may need to be removed, depending on the stadium architecture and proximity of the perimeter hoardings to the pitch.

Timelines

- Mowing should NOT take place in extreme mid-day heat. Furthermore, it is vital that the morning dew has completely evaporated before mowing.

Mowing in Stadiums Prior to Training Sessions

- Mowing must be completed at least one hour before the first training sessions on Match Day-1. Exceptions are possible in the event of bad weather.
- Mowing duration: three to four hours, should be done prior to training.

- Re-marking the lines is not mandatory on every occasion. Concacaf's Venue Coordinator will assess the lines, then decide if re-application of paint is necessary. This will be done once the grass has been mowed.
- If deemed necessary by Concacaf's Venue Coordinator, the home club may need to cut the grass prior to training sessions or before the match.

Mowing in Stadiums Prior to Matches

- Schedule: Mowing must be completed at least five hours before kick-off. Exceptions are possible in the event of bad weather.
- Mowing duration: Mowing should take from three to four hours. Line marking will take one to one and half hours (time for drying has been excluded).
- Length of cutting: Should be agreed between the stadium's pitch maintenance team and Concacaf's Venue Coordinator, who will liaise with Concacaf HQ for any confirmation or feedback.
- No work should be done on the grass three hours before kick-off, on match day.

Pitch Watering Policy

- The pitch will be watered two hours before Kick Off. If needed and approved by Concacaf's Venue Coordinator, it can be watered again in the period between the end of the players' warm up (-20 minutes from Kick Off) and the start of the pre-game protocol (-8 minutes from Kick Off). It can also be watered again at half time.
- Pre-match watering will be determined by the Venue Coordinator together with the groundskeeper and respective venue management personnel on site. This shall be done on a match by match basis.
- Pre-match watering applies a light film of water to the pitch. It is very important that this water is not over applied. This process allows the ball to backspin and slide along the surface, making the pitch play faster.
- When watering pre-match, the groundskeeper needs to ensure that cameras and advertising boards are considered and that the irrigation system/sprinklers are individually controlled by staff where necessary. This must be done to ensure a light film of water application.

PITCH MEASUREMENTS

The below are excerpts taken from the International Football Association Board (IFAB) *Laws of the Game*. For full details, please review the latest version of the "IFAB Laws of Game."

Field measurements must comply with the international match standards as per the IFAB *Laws of the Game*.

International Matches

Length: minimum 100m (110yds) maximum 110m (120yds)

Width: minimum 64m (70yds) maximum 75m (80yds)

Field Markings

All lines must be of the same width, which must not be more than 12cm (5 inches).

The center mark is indicated at the midpoint of the halfway line. A circle with a radius of 9.15m (10yds) is marked around it.

Marks may be made off the field of play, 9.15m (10yds) from the corner arc and at right angles to the goal lines and the touch lines, to ensure that defending players retreat this distance when a corner kick is being taken.

Goal Area

Two lines are drawn at right angles to the goal line, 5.5m (6yds) from the inside of each goalpost. These lines extend into the field of play for a distance of 5.5m (6yds) and are joined by a line drawn parallel with the goal line. The area bounded by these lines and the goal line is the goal area.

Goal Posts

The distance between the posts is 7.32m (8yds) and the distance from the lower edge of the crossbar to the ground is 2.44m (8ft).

Both goalposts and the crossbar have the same width and depth, which do not exceed 12cm (5in). The goal lines must be of the same width as the goalposts and the crossbar.

Grass Height

The grass height can range from 25-30mm however the optimal cutting length of the grass should be 25mm.

The Corner Arc

A quarter circle with a radius of 1m (1yd) from each corner flag post is drawn inside the field of play.

Flag posts

Not less than 1.5m (5ft) high, with a non-pointed top and a flag must be placed at each corner. Flag posts may also be placed at each end of the halfway line, not less than 1m (1yd) outside the touch line.

The Penalty Area

Two lines are drawn at right angles to the goal line, 16.5m (18yds) from the inside of each goalpost. These lines extend into the field of play for a distance of 16.5m (18yds) and are joined by a line drawn parallel with the goal line. The area bounded by these lines and the goal line is the penalty area. Within each penalty area, a penalty mark is made 11m (12yds) from the midpoint between the goalposts and equidistant to them. An arc of a circle with a radius of 9.15m (10yds) from the center of each penalty mark is drawn outside the penalty area.

The Technical Area

The technical area extends 1m (1yd) on either side of the designated seated area and extends forward up to a distance of 1m (1yd) from the touch line

Commercial Advertising

No form of commercial advertising, whether real or virtual, is permitted on the field of play, on the ground within the area enclosed by the goal nets or the technical area, or on the ground within 1m (1 yd.) of the boundary lines from the time the teams enter the field of play until they have left it at half-time and from the time the teams re-enter the field of play until the end of the match.

Advertising is not permitted on the goals, nets, flag posts or their flags and no extraneous equipment (cameras, microphones, etc.) may be attached to these items.

In addition, upright advertising must be at least:

- 1m (1yd) from the touchlines of the field of play
- the same distance from the goal line as the depth of the goal net
- 1m (1 yd) from the goal net



SITE INSPECTIONS

Prior to the start of the competition, Concacaf will conduct a site visit to all 22 participating club home venues.

The purpose of the site visit is to:

- Review and identify all stadium facilities required for the competition are in line with the latest edition of the Concacaf Stadium Guidelines
- Review the recommended hotels for match officials and visiting clubs
- Verify that the stadium can fulfill the minimum requirements for an HD broadcast
- Measure the light (conducted two hours after sunset)

For the official inspection, the club must ensure that:

- The required personnel are available as requested by Concacaf
- The stadium facilities are fully accessible for the entirety of the inspection
- Must provide all required documents as requested by Concacaf (e.g. pre-inspection form, FIFA turf certification document)
- The field match ready and fully set-up (lined, nets put up, benches etc.)
- Light inspections will be conducted 2 hours after sunset

Concacaf may conduct additional site visits throughout the competition.

If additional inspections are required, due to the failure to obtain the minimum stadium requirements, the club will have up to 45 days prior to the start of the competition to resolve any issues. Any subsequent inspections that are required, due to failure of the minimum requirements, will be done so at the home club's expense.

- All fields must comply with the IFAB *Laws of the Game* international field measurements.

If the field is artificial turf, then the field must be certified by a FIFA approved company and valid for the duration of the competition. For more information, please refer to <http://quality.fifa.com/en/Football-Turf/>

GENERAL REQUIREMENTS FOR STADIUM

The stadium must be clean, ready for use and made available to Concacaf 48 hours prior to each match.

General Impression of the Stadium

- The inside of the stadium must be clean, free of any advertising and clear of any debris. Please see the 2022 Scotiabank Concacaf League Commercial Guidelines for branding requirements

Minimum requirements for each stadium:

- Separate locker room facilities for the home club, away club and match officials, meeting the criteria listed in this guide;
- Controlled areas that may serve as post-match interview areas;
- A climate-controlled room for the post-match press conference with a basic speaker/PA system including at a minimum, two speakers and two microphones;
- Facilities to accommodate broadcast and production operations, consisting of at least two enclosed booths for radio and TV, and preferably at least two enclosed TV booths for no less than three media personnel;
- Controlled seating for no less than 30 media personnel;
- A climate-controlled media room with high-speed internet access for all attending media, television monitors carrying a live feed of the match, and refreshments for all attending media;
- Broadcast facilities for television trucks including parking space, security, power and two phone lines in the location where the production trucks will be parked;
- The club will provide Concacaf with access to all existing stadium broadcast camera positions in the stadium. Furthermore, the club will provide Concacaf, at Concacaf's cost, the ability to build additional temporary broadcast camera positions at the stadium;
- The club will provide Concacaf the right, at Concacaf's cost, to place temporary covering over any section(s) of unsold seats for television broadcast purposes;
- A fully operable public address (PA) system, audible inside the stadium, and an operator or announcer qualified in its use;
- A private, secured box or comparable seating area for the officials of the visiting club
- A covered, private and secured box, or comparable seating area for the Match Commissioner and Referee Assessor located at midfield (or as near as possible)
- Separate restroom facilities throughout the stadium for public use that:

- Are clean and sanitary from the point the stadium is open to spectators and must remain clean until at least 30 minutes after the match ends;
- Have toilet seats on each seated toilet;
- Have doors for each toilet that are able to close;
- Is stocked with toilet paper in every toilet;
- Has working sinks, with soap and paper towels and/or a hand dryer;

Spectator Seating:

- Seats for spectators must be individual, fixed (e.g. to the floor), separated from one another, shaped, numbered, made of an unbreakable and non-flammable material, and have a backrest of a minimum height of 30cm when measured from the seat
- **Field level seating is not permitted**

Team Benches

- Seating will be provided to accommodate nine (9) club officials and seven (7) substitute players as per the tournament's regulations
- The 4th Official's bench must have a table and enough seating for four (4) individuals. The 4th official's bench must be located between the home and visiting club's benches

Warm-up Areas

- Each stadium must have sufficient space for a proper warm-up area that allows substitute players enough space to warm-up adequately.
 - The surface area must be either artificial turf or grass.
- All substitutes must wear a bib unless approved by the referee to enter the match
- There are three options for players to warm-up during a match:
 - Option one: Behind both goals
 - Must have an equal amount of space behind each goal;
 - Players will warm up behind the goal closest to their bench;
 - Up to seven players and one trainer;
 - No equipment is allowed during warmups (including cones, balls, etc.)
 - Option two: Next to their respective team benches
 - Only three players from each club can warm up;
 - No equipment is allowed during warmups (including cones, balls, etc.);
 - No trainers are allowed
 - Option three: Hybrid (between one goal and behind one bench)
 - The team that can warm-up closest to their bench will do so;
 - The other team will warm-up behind the goal closest to them;
 - Maximum of seven players and one trainer;

- No equipment is allowed during warmups (including cones, balls, etc.)

The decision regarding where the players will warm up will be made by the Venue Coordinator and the 4th Official.

Locker Rooms

The locker rooms must be located away from the public, media and any unauthorized people and have a private entrance for each club.

Each locker room must be well ventilated with climate control (A/C, heating) and be brightly lit. The rooms must have non-slip flooring that are easily cleanable.

Visiting Club Locker Room:

- Must be large enough to accommodate 30 people;
- There should be bench seating, with clothes hanging lockers for at least 23 people;
- A minimum of 30 towels;
- Refrigerator;
- A table and chairs;
- Three cases of water, (24 count, 20-ounce bottles per case);
- Two cases of isotonic beverage (24 count, 20-ounce bottles per case);
- Minimum of eight (8) showers;
- Minimum of four (4) toilets;
- Bars of soap (minimum of ten) and bottles of shampoo (one per shower);
- Changing facilities for 25 people;
- Two massage tables and a tactical board;
- Ice – minimum of two coolers and 30 kg of ice;
- Any additional special requests for the locker room on match day by the visiting club or Concacaf;

Referees Locker Room:

- Must be large enough to accommodate 6 people;
 - In some cases, an alternative locker room must be made available if a mixed-gender crew is assigned.
- Ten towels;
- Refrigerator;
- One case of water (24 count, 20-ounce bottles per case);
- One case of isotonic beverage (24 count, 20-ounce bottles per case);
- A cooler with 10 kg of ice;
- Minimum of two showers;
- Minimum of one toilet;

- Bars of soap (minimum of four) and bottles of shampoo (one per shower);
- Changing facilities for a minimum of four people;
- A desk with two seats;
- High-speed internet

Concacaf will post in each locker room:

- Match countdown (in the language of the team)
- Match uniform colors

Doping Control Rooms

- Minimum size of the doping control room 16 m², not including the sanitary facilities
- The doping control room, the waiting area/room and the toilet must be air conditioned or well ventilated, brightly lit with easily cleanable, non-slippery floors
- Equipment: One desk with four chairs, one cabinet with a lock, sink and mirror
- Seats for eight persons, a refrigerator equipped with sufficient non-alcoholic unopened drinks in cans or glass bottles, and a TV set
- Immediately next to it, with direct private access, the sanitary facilities: toilet, washbasin, mirror, and shower

Concacaf Offices

- An office for a minimum of eight people (30 m²) to be reserved exclusively for Concacaf. This room must be equipped with desks and chairs, a printer and wireless broadband internet access. The office will be situated close to the clubs' and match official's dressing rooms and to the pitch.

Youth Program Room

- A room (for up to 40 people) for the youth (ball boys/girls, flag bearers, player mascots) with toilet facilities nearby as well as tables and chairs.

Public Address System

- Modern public address (PA) system inside the stadium (and outside if possible) is required.
- Each stadium is required to input a sound system (music) into the PA system.
- The system needs to be compatible with wireless microphones (pitch side announcements).

VIP Lounge

- The reception areas (VIP lounge), form part of the VIP areas in the stadiums and must meet the capacity of the VIP tribune (area of 2 m²/person to be

foreseen). If required, appropriate space should be allocated outside the stadium.

Parking

- The parking areas must be chosen in order to allow a short and unhindered access of the different groups to the stadium and their areas of activity. The distances of specific parking zones, to the reserved stadium entrances, must be in line with the importance of the target group (Concacaf officials, VIPs, club delegation) in question.
- Stadium authorities must avoid any crossover of the above-mentioned target groups before, during and after the matches.

Retractable Roofs

- If a stadium with a retractable roof is utilized for this competition, then it will be up to the home club to decide if the roof will be opened or closed for the match. This decision must be made no later than 2 hours prior to kick-off and once the decision is made, it cannot be reversed by the home club.
- If Concacaf officials feel that there is a weather concern that could affect the playing of the match, then they may override the home club's decision to keep the roof open. This decision may be made up to 30 minutes prior to kick-off.
- The roof may be closed during half time, if the match officials feel that by remaining open it may prevent the completion of the match.
- The roof may not be opened or closed while the match is being played.

***Note: All requirements are subject to change.**

MEETINGS

MATCH ORGANIZATION MEETING

The purpose of this meeting is to review all details and movements for the days leading up to the match and Match Day, with the home club personnel. The meeting should be conducted in a conference room at the stadium, on Match Day -2 or upon arrival of the Concacaf staff. If such a room is not available due to stadium restrictions, the meeting may take place in the hotel that is hosting the match officials.

The meeting requires the participation of the following representatives:

Home Club	Concacaf
Team administrator	Match commissioner
Stadium manager	Venue coordinator
Media officer	Match Coordinator
Marketing representative	Club liaison
Stadium operations	Venue press officer
Stadium security	Media officer
Police representative	Broadcasting representative
Club ticket sales representative	Marketing representative
Medical representative	Concacaf Support

Topics:

1. Administration
2. Competition
3. Communications
4. Media & Broadcasting
5. Marketing Matters
6. Medical Matters
7. Ticketing and hospitality
8. Security, Accreditation and Access Control
9. Volunteers
10. Transportation & Accommodation
11. Any other business

MATCH COORDINATION MEETING

The purpose of the match coordination meeting is to confirm the details of the match. The meeting should be conducted in a conference room at the stadium on Match Day at 11:00 hours local time. If such a room is not available due to stadium restrictions, then this meeting can take place in the hotel hosting the match officials.

The following topics will be discussed:

1. Hotel departures and security escort for clubs, match officials and Concacaf personnel
2. Uniform check (clubs, referees, ball kids)
3. Game-day administrative procedures:
 - Review the start lists
 - Review the Countdown
 - Review the Pre-game protocol (flags, mascots, anthem)
4. Number of persons allowed on the substitutes bench

5. Warm-up procedures before and during the match
6. Pre and post-match handshake
7. Referee matters
8. Medical matters
9. Disciplinary matters
10. Media matters
11. Marketing matters
12. Safety and Security matters
13. Tickets & Credentials

The following people are required to be in attendance:		
Home Club	Away Club	Match Officials
Team Administrator	Team Administrator	Match Commissioner
Kit Manager	Kit Manager	Referee Assessor
Media Officer	Media Officer	Concacaf Venue Coordinator
Security Officer		Concacaf Security Officer
Stadium Operations		Concacaf Venue Press Officer
		Concacaf Match Coordinator

TEAM ARRIVAL MEETING

The Team Arrival Meeting is to confirm the eligible 23 players for each team utilizing their official identification as well as reviewing the uniforms of each player.

Team Representatives	Concacaf
Team administrator	Match commissioner
Kit Manager	Venue coordinator
Players	

Requirements:

1. Complete uniform kits for each player and goalie (socks, shorts, shirts)
2. Passports (or official identification) for each of the 23 registered players (if any of the 23 players will not dress for the match, then they will not need to be verified)
3. All players that will dress must be made available (starters and substitutes)

ACCREDITATIONS

Concacaf will implement a credentialing system for all Scotiabank Concacaf League matches. This system can be utilized in conjunction with one that is already in place at each venue however, the Concacaf credentialing system will be required for anyone that will have access to the field, dressing rooms, in addition to media/broadcast and VIP areas.

If your club utilizes their own credentialing system, then Concacaf will require digital examples of the credentials sent to Concacaf one (1) month prior to the start of the competition with an explanation of their use and the areas they cover.

Home Clubs will be responsible to:

- Print and post Concacaf's credential boards at all entrances where the credentials will be in effect;
- Instruct security and police on the application of the credentials as well as the zones they cover;
- Provide Concacaf with a list of all personnel that will require a Concacaf credential as well as the area privileges. There may be a higher quantity of personnel on the field prior to kick off to assist with field preparations or assisting their club in warmups. However, upon kick-off, the only personnel that will be permitted on the field must have an active role in the match. Examples are:
 - Field maintenance crews
 - Security personnel
 - Home club operations staff
- If it is determined that personnel are not required to be on the field during the match, they may be asked to leave

Visiting teams will be responsible to:

- Provide Concacaf with a list of all personnel that will require a Concacaf credential as well as the area privileges. These personnel will include:
 - Players
 - Training Staff
 - Support Staff (e.g. kit manager)

Only substitutes listed on the Start list and team staff listed on the Team Officials list will be permitted to be on the field during the match. All other visiting team personnel, including their delegation, will be required to remain in the locker room or move to their assigned seating.

Our Scotiabank Concacaf League credentials can be used in conjunction with your Clubs system

INDIVIDUAL CREDENTIAL IS ONLY VALID FOR A SINGLE MATCH

Concacaf's credentialing system focuses on the following areas:

- Field Area
- Competition Area (e.g. locker rooms, VC office)
- Media Areas

For all other areas, a club can use their own accreditation system

Access will only be granted to the field, competition and media areas using Concacaf credentials.

Pre-Match Protocol

We encourage clubs to organize pre-match and halftime activities in the stadium to entertain their fans, however prior to any activation, all activities must be approved by Concacaf. The following points apply:

- No activities may interfere in any way with the official pre-match ceremony
- Pre-match or half-time activities organized by the club may NOT take place on the pitch unless otherwise approved by Concacaf
- All activations that display political or racist messages are explicitly prohibited

Flags & Flag Bearers

National flags are not to be used for any matches in the Scotiabank Concacaf League unless approved by Concacaf.

Concacaf approved flags will be provided by the Venue Coordinator on Match Day.

Flag Bearer requirements.

- The home club is required to provide eight flag bearers per match
- They should be between 12-17 years old (the ball kids can double as flag bearers if needed)
- They will be provided with shirts from Concacaf however they will need to be wearing the same color shorts and socks as provided by the club

Concacaf may utilize other flags as part of the protocol throughout the tournament. Concacaf will notify the home club of any additional requirements to ensure proper staffing needs.

Anthems

The only anthem that is to be played during the competition is the Concacaf anthem, unless otherwise stated by Concacaf.

Moment of Silence

A Moment of Silence may be observed prior to the start of a match only under the following circumstances and only if Concacaf approves. (No later than the day before the match):

- Death of a Country Head of State;
- Death of an individual who was officially associated with the local or visiting club;
- A national catastrophe;
- Any other reason directed or noted by Concacaf

SCHEDULE OF EVENTS

Match Day (MD) -2

- Venue Coordinator arrives (if the VC is unable to arrive early in the day, Concacaf may request that the VC arrives on MD-3)
- VC will conduct a stadium walkthrough to review branding and verify the dimensions of the pitch
- The home club must ensure that the pitch is prepared for inspection
- Concacaf Match Officials arrive
- Match Operations Meeting will be conducted (see section on meetings)

Match Day -1

- Visiting Club Arrives
- Team Arrival Meetings (passport and uniform checks for both teams)
- Concacaf will conduct additional inspections as deemed necessary
- Official Practices (the visiting team will practice at the stadium)
- Protocol practice (flag kids, player mascots) with all personnel as requested by Concacaf

Match Day

Below lists a generalized timeline for Match Day. This is based off an 20:06 hour local start time. Times will be adjusted based at each venue.

The official match day countdown will be posted in the referee's locker room, as well as in the home and visiting team's locker rooms and in the tunnel.

-Match Countdown-

Hours to Kick-off	20:06 PM Start	
-9:06	11:00	Match Coordination Meeting (MCM)
-8:06	12:00	Pitch review
-4:00	16:00	Concacaf Staff Arrive
-3:06	17:00	Security Checks Complete (stadium does not open until completed)
-2:36: -2:06	17:30 – 18:00*	Practice with the flag kids, player mascots and flag bearers
-1:30	18:36 (latest)	Match Officials Arrive & Teams arrive
-1:30	18:36 (latest)	Teams provide the start lists to the Venue Coordinator
-1:25	18:41	Match Officials conduct a walk of the pitch
-1:15	18:51	4 th Official conducts checks of each team (visitors first)
-1:15	18:55	Combined Start list provided to each Club
-0:45: 0:15	19:21 – 19:51	Warm-up period on the pitch
-0:08	19:58*	Protocol begins
-0:02	20:04*	Coin Toss
0:00	20:06	1 st Half begins
+ 0:45	20:51*	Half time
+ 0:57	21:03*	Teams leave dressing rooms
+ 0:60	21:06*	2 nd Half begins
+ 1:45	21:51*	Match finishes
+ 1:55	22:01*	Post-match interviews with coaches
+ 2:45	22:51*	Match debrief with Venue Coordinator and home club

* estimated times

Post-Match

Debrief meeting with the home club to take place at the stadium once all the game operations are completed.

MATCH INTERRUPTIONS PROCEDURE

The following people have the right to interrupt a match:

Referee: Laws of the Game / Pitch

The Referee will interrupt a match if the pitch is not fit for play or for any other issues which are not in-line with the IFAB Laws of the Game.

Venue Coordinator: Stadium and Security

The VC should, after consulting with the LOC responsible and/or Security Officer, interrupt a match in case that safety and security is not guaranteed anymore in the stadium and a potential danger is caused for teams and spectators.

Match Interruption

If a match is interrupted by the Referee or Venue Coordinator before the completion of normal playing time or extra time because of any force majeure or any other incidents such as the field is not fit for play, weather conditions, floodlight failure, lack of security etc. the following recommendations are to be considered depending on the incident:

- Interruption for approx. up to 15 minutes: the teams should stay on the field of play depending on the nature of the interruption
- Interruption for 15 – 30 minutes: teams should go to the dressing rooms; they should be allowed to have 10 minutes warm up before the restart of the match. 10 minutes warning to restart the match to all the parties involved (teams, match officials, spectators, HQ, TV, media)
- Interruption for more than 30 minutes: teams should go to the dressing rooms; they should be allowed to have 20 minutes warm up before restart of the match. 20 minutes warning to restart the match to all the parties involved
- Interruption of more than 1½ - 2 hours: match may be considered as abandoned depending on the situation. After the final decision is made, the Venue Coordinator should inform the teams/referees first

Note: A match will restart at the same minute when it was interrupted.

Please always take into account the crowd behaviour and/or the occupation rate in the stadium etc. when deciding to interrupt or abandon a match. Consult the LOC responsible and/or the Security Officer in any doubt.

In the case of a match being abandoned as a result of force majeure for any reason after it has already kicked off, the match shall recommence with the same score at the minute at which play was interrupted rather than being replayed in full.

The following principles shall apply to the recommencement of the match:

- a) the match shall recommence with the same players on the pitch and substitutes available as when the match was initially abandoned;
- b) no additional substitutes may be added to the list of players on the team sheet;
- c) the teams can make only the number of substitutions to which they were still entitled when the match was abandoned;
- d) players sent off during the abandoned match cannot be replaced;
- e) any sanctions imposed before the match was abandoned remain valid for the remainder of the match;
- f) the kick-off time, date (foreseen for the following day) and location shall be decided by the Organizing Committee;
- g) Any matters requiring further decision shall be taken by the Organizing Committee.

SCENARIOS

Floodlight failure

- You should be aware of the procedure of a floodlight failure in advance of the match
- Depending on the duration of the interruption, give a 15-30 minutes warning to restart the match to all the parties involved. Follow the procedure as proposed above.

Rain

- If the referee stops a match because of heavy rain the teams should be sent to the dressing rooms
- After the rain stops, immediate action has to be taken to clean the pitch. As soon as the pitch is playable again, the referee shall inform all the parties

involved about the restart of the match. Follow the procedure as proposed above.

Thunder and Lighting (30-30 rule)

- The referee should stop the match when you can count 30 seconds or less between lightning and thunder. Because light travels at a faster speed than sound, you can see a lightning bolt before the sound of thunder reaches you. Take appropriate shelter when you can count 30 seconds or less between lightning and thunder.
- To judge how close lightning is, count the seconds between the flash and the thunderclap. Each second represents about 300 metres. If you can count less than 30 seconds between the lightning strike and the thunder, the storm is less than 10 km away and there is an 80 percent chance the next strike will happen within that 10 km. If you count less than 30 seconds, take shelter, preferably in a low-lying area. Lightning may strike several kilometres away from the parent cloud and precautions should be taken even if the thunderstorm is not directly overhead.
- Remain sheltered for 30 minutes after the last thunder. Match should restart no less than 30 minutes after the last thunder. Follow the procedure as proposed above.

Please note that Concacaf will check with the weather system at the stadium to check how the storm is behaving to confirm when is safe to restart the game.

CRISIS MANAGEMENT PROCEDURE

If a match is interrupted by the Referee or Venue Coordinator before the completion of normal playing time or extra time because of any force majeure or any other incidents the following steps have to be taken:

- Identify crisis
- Consult HQ
- Meet the Crisis Group consisting of
 - Venue Coordinator
 - Match Coordinator
 - Competitions Manager
 - Security Authorities/Security Officer
 - Referee, if needed
- Inform the HQ about the result of the meeting for their final proposal
- Inform all other parties involved

OPERATIONS

Concacaf Venue Coordinator

The Concacaf Venue Coordinator is the main Concacaf representative in the venue who makes sure that the match takes place according to the plan. All groups involved in the match organization, from the clubs to the volunteers, from the organizing committee to the ball kids, all report to him and he decides how things work. The Concacaf Venue Coordinator will as well oversee the actions of the Ball Crew and provide assistance whenever necessary.

Concacaf Match Coordinator

He sits on the smaller bench at the center of the pitch between the team benches and keeps an eye on all operations all throughout the match.

LOC Ball Crew Trainer

At each stadium, there will be one LOC (Local Organizing Committee) representative who will be in charge of the Ball Crew. This person will be experienced in training the Ball Crew and will help conduct the trainings before the tournament starts as well as on match days. In addition, they have to know the stadium in detail and can find their way through the maze of a stadium! They will show you the way to the different places where you will spend some time during your stay in the stadium. You will spend the most time with the LOC Ball Crew Trainer who will be there to answer your questions and help you to do a good job.

Referee

Everyone knows what a referee does during a football match: they apply the IFAB *Laws of the Game* to all the players, making sure the match is played in a correct way. When you will be on the pitch during the match, you have to always follow the instructions of the referee. Sometimes, a referee can ask a Ball Crew kid to give a ball to a player, and of course it is important for the Ball Crew to obey the order. It is also important for the Ball Crew to always keep their eyes on the referee.



Assistant Referees and the Fourth Official

The referee is supported by two assistants, who stand on the touch line, close to where some ball kids will be located. It is very important for the ball kids to follow the instructions of the assistant referees. For example, sometimes the assistant referees will give instructions to the Ball Crew. In the technical area on the main touch line, the fourth official is also a very important official of the match.

Ball Kids

- Each club must supply at the minimum, 10 ball kids who:
 - Are 14 years of age or older;
 - Concentrate on the match at all times;
 - Be prepared to provide a replacement ball without delay when the ball has gone out of play. Gamesmanship will not be tolerated;
 - Stand behind the field boards and not lean or hang over them;
 - Work in coordination with the other ball kids to make certain only one ball is returned to the field of play;
 - Refrain from talking to or receiving any instruction from or having any contact with any players or officials from the clubs.
- The ball kids will be supplied with a t-shirt or a bib from Concacaf which should be in a contrasting color to both teams.
- In the case of adverse weather conditions, the ball kids are allowed to wear outerwear to protect them from the elements.
- The referee can relieve a ball kid of their duties if they do not behave.
- The ball kids must arrive 3 hours prior to kick-off for preparation and training.

Ball Kid Procedures

1. The 10 Ball Crew are positioned around the field as follows:
 - At both touchlines
 - At both goal lines
 - If the area behind the goal is extensive, then two additional ball kids can be provided (without balls) to collect the balls
2. The Ball kids will wear Concacaf provided gray t-shirts. We ask that they all wear the same-colored shorts and socks. These shirts will be re-used for other matches.
3. The kids (indicated in blue below) will hold a football in their hands at all times during the match.
4. Unless asked to by the referee, the Ball Crew must always remain behind the touch lines and never enter the field of play.

- The ball kids will also remain behind the field boards unless the boards are against a wall preventing them from doing so. In this case, the ball kids must stand in the seams of the field boards



Ball Crew Training

There will be Ball Crew-specific training sessions in each stadium prior to the matches at the stadium where you will be working. The Venue Coordinator and the LOC Ball Crew Trainer in each venue will provide the Ball Crew more information about the training session. It is important at the training session to pay close attention to the instructions of the Concacaf Venue Coordinator and the LOC Ball Crew Trainer, as your performance can and will affect the match

Training on Match Day

- The Ball Crew will arrive at the stadium 3 hours prior to kick off and the rehearsal starts at exactly 2 ½ hours prior to kick off
- Upon arrival at the stadium, you are directed to the waiting room, where you will be able to rest and wait for the rehearsal to start
- The match day rehearsal is very important as it is your last chance to see what is expected from you and to be able to ask questions
- The Concacaf Venue Coordinator is very busy on the day of the match and has many responsibilities. Therefore, it is very important to pay attention to all of his instructions to make sure that the training session will go as smoothly as planned

Mission of the Ball Crew

- The mission of the Ball Crew is to make sure that one ball is kept in play as long and continuously as possible
- They are there to support all players and officials to provide them the service of keeping this ball in play. Your efforts in doing so are critical to ensuring that the game can continue as fluidly as possible
- The Ball Crew must be on the watch to return a ball to players immediately after the ball in play has left the boundary lines of the field
- They must be very attentive to the match action so that they know where the ball should be returned
- They also have to ensure that there is always only one ball on the field of play at any one time
- Very good communication between all of the Ball Crew kids is therefore very important



Throwing the ball to a player

- When the ball in play has crossed the line and left the field, the Ball Crew kid who's closest to the point where the ball left should throw his or her ball to the player restarting the play
- All of the Ball Crew members should always make sure that a new ball is needed before sending his or her ball to the field
- They should also wait until the player is at the touchline before throwing him the ball
- If the ball that went out is still close enough to the field, occasionally the player will walk to get the ball himself. It's therefore very important to try and make eye contact with the player to see what he expects
- Never throw a ball to a player who is not aware of what you're planning to do. Many times, the players will nod to you or extend their hand(s), which is a clear signal that you should provide the ball to them

Recovering the ball

- When the game has re-started, the Ball Crew kid who has given his or her ball to the player will run to recover the lost ball and then immediately go back to his or her position
- The Ball Crew kids with balls behind goals should not move to retrieve balls unless they land very close to them

Holding the ball

- During the match, all of the Ball Crew have to stand behind the advertising boards, holding the ball in their hands, or with the ball on the ground next to them
- It is very important not to play with the ball at any time (no juggling, no kicking)
- The Ball Crew should never touch the advertising boards with the ball or lean on them. Instead, they should stay behind these boards, and behind the photographers and cameramen, if any are present

Following the match

- In order to be a good Ball Crew member, it is important to follow all the action on the field, even if the action is distant from you. This will ensure that you know exactly what to do with your ball if it is needed. This is particularly important if you are standing behind the goals



Ball Crew Kids Behind the Goal Line

When the ball goes out of bounds by crossing the goal line, there are two possible scenarios that may happen, depending on whether the player who touched the ball last is attacking or defending:

- If an attacking team player touches the ball out of the field over the goal line, the ball will be kicked back into play by the goalkeeper;
- If a defending team player touches the ball out of the field over the goal line, the ball will return into play from the corner.

Note: It's really important that all Ball Crew members know where to send their ball in such a case, and for that you have to follow the action. In case of doubt, you have to look at the referee, who will be showing or pointing to the place where the action will resume.



Recovering a ball

All Ball Crew kids must pay attention to the fact that sometimes the ball that crossed the line and left the field of play will land in the stands, or by the photographers or other staff around the pitch.

It's possible that the ball will be mistakenly returned directly onto the pitch by one of these persons. If in the meantime, any Ball Crew member has already sent a new ball onto the pitch, there could be two balls at the same time on the pitch.

- It is very important to watch these persons and try to retrieve the ball from these persons before they throw the ball onto the pitch if possible - the Ball Crew must do their best to avoid ever having more than one ball on the field of play at a time
- If a ball leaves the field of play and rolls all the way to stop outside the lines, but between the touchline and the advertising boards, then very special care is needed. In this case, the Ball Crew member who gave his or her ball away for the match to continue must wait until the action moves away from the abandoned ball and then he or she may go and retrieve the ball. It is important that this ball is retrieved only when there is no match action in the vicinity
- After having collected the ball, the Ball Crew kid should return to his or her position. The Ball Crew should not enter the field of play
- In case the ball lands in the stands, the Ball Crew should try to get it back while staying on the pitch at all times. You should never go to the stands to pick up a ball, but ask the spectators to throw the ball back, without taking any risk
- If the spectators do not return the ball, you should go back to your position and wait for a new ball to be brought to you by the staff

Advertising boards

- On three sides of the field, advertising boards will have been placed. The Ball Crew stands behind these boards, without leaning on them or touching them (see photo)



- Ball Crew kids should not jump over the advertising boards to collect a ball. Instead they should always run around the boards and use one of the corner gaps to retrieve balls. Again, the Ball Crew can only walk in front of the advertising boards when the action is away from this area

Uniforms

- The Ball Crew will be provided with uniforms to perform their duties. The uniform is made up of (at a minimum) shirts, shorts and socks. This equipment must be worn to each match and always be clean and worn properly while on the field
- In case of rain, rain jackets will be provided to you
- All Ball Crew members must always be dressed the same way so players and referees can identify them

Accreditation

The stadium is a controlled area and it is not possible to move around freely. All of the ball crew will receive a wristband that grants them the required accesses around the pitch. The ball crew have to remain within authorized areas only at all times.

Half time

At half time, the ball crew will regroup in the holding room (or in another location, as instructed by the LOC ball crew trainer) where they will receive drinks. Some ball crew kids may be required to remain on the field of play during the match to assist the retrieval of balls by substitute players warming up.

End of match

At the end of the match, the ball crew will regroup with the LOC ball crew trainer and return to the holding room in order to change clothes and get ready for departure. Each member of the ball crew must return his or her ball to the LOC ball crew trainer without exception immediately upon the final whistle. Depending on the stadium and the match, your LOC representative might decide to keep you waiting a while after the end of the match in order for spectators to leave the stadium first.

Sporting behavior (Concacaf Fair Play)

- The Ball Crew are considered a part of the match staff working for Concacaf and for the game of football. This is an honor as well as an important responsibility. For these reasons, no Ball Crew member can favor one team nor

even cheer for either team

- Concacaf requires that all of the Ball Crew maintain a proper sporting behavior and respect both teams equally as well as the referee. The Ball Crew cannot express their feelings about the game while they are on the field of play and they must never talk to players, congratulate them or ask for an autograph or their jersey
- The Ball Crew must act as professionals at all times while in the stadium

Fair Play

- Is an elegant and sporting attitude by which players and spectators respect each other, play or cheer in a friendly atmosphere. Fair Play means respecting the rules, the referee and the other team, in any situation
- Fair Play is a very important concept for Concacaf
- Like the players, the Ball Crew must also display a spirit of Fair Play

Safety

- All locations where you will be staying in the stadium are very secure and protected zones, with very restricted access
- All necessary steps have been taken by Concacaf and the LOC to ensure your safety at all times. It is very important that you always follow the instructions given to you by these organizations
- In this respect, please always be careful and follow all instructions given by the LOC Ball Crew
- Trainer or the Concacaf Venue Coordinator

Please always respect the following rules

- Always stay with the group and do not leave without the consent of the LOC Ball Crew Trainer
- While in public areas, do not interact with the fans, cheer for your team or talk to them
- Do not run, fight or play games with your fellow Ball Crew members
- Do not touch any equipment in the stadium (cables, TV equipment, etc.)

Photography

You will not be allowed to take photos while on the pitch so don't bring a camera with you to the stadium

Ball Crew Match Day Schedule

- 3 hours to Kick off (KO) Arrive at stadium, go to Youth Program (Y.P.) room
- 2 ½ hours to KO Start of rehearsals

- | | |
|-----------------|--|
| • 2 hours to KO | return to the Y.P. room, break for food and drinks |
| • 90 min. to KO | ball crew changes into uniforms - waits in the YP room |
| • 50 min. to KO | ball crew in position around field for team warm-ups |
| • 20 min. to KO | ball crew in regrouping position |
| • 10 min. to KO | ball crew in position on pitch for match kick-off |
| • Half time | ball crew returns to the Y.P. room, quick toilet break |
| • Final whistle | ball crew returns to the Y.P. room and departs stadium |

In Case of Emergency

In case anything unexpected happens, the Ball Crew should immediately regroup with the LOC Ball Crew Trainer and obey all of his/her instructions.

In case you suddenly feel sick during the match or need urgent assistance, you are allowed to leave your position and meet your LOC representative who will attend to you. This is only for emergency cases, as otherwise you are supposed to stay in your position until the end of play. You cannot leave your position to go to the toilets, for example, so please plan a toilet visit before going to the pitch.

If you find yourself separated from the group, immediately go back to the Youth Program room and ask staff members to inform the LOC. If you cannot reach the YP room for any reason, contact a stadium official or the police and ask them to contact the LOC representative or Concacaf.



Don'ts		Do's	
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<p>don't juggle or play with the ball at any time</p> <p>don't enter the field of play</p> <p>don't talk to the players, or ask for their autographs</p> <p>don't cheer for either team</p> <p>don't interact with the fans</p> <p>don't give away your ball to anyone other than a player</p> <p>don't jump over the advertising boards</p> <p>don't leave the group without a LOC representative</p> <p>don't touch any equipment (TV, photo, cables, etc.)</p> <p>don't bring a camera</p> <p>don't leave your position, except for an emergency</p> <p>don't touch the advertising boards</p>	<p>closely follow the game</p> <p>obey instructions of the referee (during the play)</p> <p>obey instructions of Concacaf and the LOC at all times</p> <p>ensure only one ball is on the field at a time</p> <p>wait until action moves away to recover a ball in front of the advertising boards</p> <p>always act in a spirit of Concacaf Fair Play</p> <p>wear your uniform correctly</p> <p>wear your accreditation wristband</p> <p>go back to your position after having recovered a ball</p> <p>contact the LOC representative in case of an emergency during the match (injury or sickness)</p> <p>Attend all rehearsals and pay attention (ask questions!)</p>
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PLAYER ESCORTS AND FLAG BEARERS ACTIVATION

- A total of 28 children participate in this program: 22 player escorts and 6 flag bearers
- Scotiabank has the rights to the branding on player escorts
 - Scotiabank selects children and manages the player escort activation. Concacaf manages the activation in those countries where Scotiabank does not operate or is unable to activate
 - Player escorts must be between six and ten years of age and shall not exceed 4' 5" (1.4m) in height
 - Scotiabank and/or Concacaf will provide the uniforms for the children on Match Day. The uniforms include a jersey, shorts and socks
- Concacaf has the rights to the branding for the flag bearers
 - Flag bearers must be between the ages of 12 and 17 years old
 - Concacaf will provide the uniforms
- There will be a maximum of two persons from Scotiabank or Concacaf in charge of the children and one person from the club to assist with the coordination of such activation
- All activation participants must be at the venue with the group three hours prior to Kick-Off for the official practice of the match protocol
- The club must provide a suitable room where the children can wait and change into their uniforms
- The children will be located in the tunnel 15 minutes prior to the start of the protocol.
- Once they line up on the pitch and the Concacaf anthem finishes, the children will walk with the players. Once they arrive to the end of the line, they should turn in the opposite direction of the players and exit the field
- If weather conditions are abnormal and the children would prefer to wear an additional garment to stay warm, said garment must be worn under the Allstate jersey and not have any visible branding
- Scotiabank will provide box lunches for the children in countries where Scotiabank activates directly. In countries which Scotiabank does not operate or is unable to activate, Concacaf will provide box lunches for the children

Timeline Sample: Kick-Off 8:00 pm / 20:00 hours

Time	Event
17:00	Children arrive to the stadium
17:35	Children receive their uniforms
17:50	Official match protocol practice
18:30	Final adjustments
18:35	Children receive a box lunch
19:50	Children line up in the tunnel
19:52	Pre-Match Protocol begins
20:00	Kick off

Tickets

- Each child and the two chaperones will receive one ticket to stay to watch the game
- Parents are able to purchase additional tickets

PLAYER ROSTERS (COMET)

Player rosters are to be submitted through the competition platform, COMET. Registration consists of entering information in the **'First Registration'** page within COMET. To ensure that rosters are filled out correctly, below explains the how and why of each field on the page.

1. **Passport:** This is the number listed on the passport.
2. **Nationality:** The country that issued the player's passport. This same passport will be used to confirm his information.
3. **Date of birth:** The date of birth of the player, entered in the form MM.DD.YYYY.
4. **Country of birth:** The place of birth for the player
5. **Position:** Please choose the player's position. You may choose from Forward, Midfielder, and Defender.
6. **National ID:** A license or another government-issued ID. If this is not available, use the Passport number.
7. **Gender:** Enter the player's gender.
8. **Club:** When registering a player, the club will automatically appear selected for the user.
9. **Discipline:** Choose Football as the Discipline for the player.
10. **Registration type:** First registration for new players that do not already exist in Comet, Registration for those that have either been transferred or previously existed.

11. **Date from:** The date from which the player or coach became active for the Club.
12. **Save:** Selecting Save will complete the registration.

NOTE: Registrations in COMET have an initial status of Entered. Once the Member Association approves registrations, the status of players and coaches will change to Confirmed, after which the individuals become visible under the Club.

Competition Rosters

35-Player Roster List: In accordance with the Regulations, each club may register up to 35 players who are properly registered with the club and their Association. All 35 players do NOT need to be included on this list but a minimum of 18 are required. If there is space available on the Roster, players may be added as the competition progresses. Please note that a player must appear on the 35-player roster in order to be included on the 23-player match roster. Once a player has been added on the roster, he may NOT be removed.

23-Player Match Roster: In accordance with the Regulations, a roster of up to 23 players must be submitted to Concacaf as well as to your opponent, no later than 44 hours prior to kick-off time of your match (local time). Rosters are to be submitted within the Comet system, by adding players to the competition. Once Concacaf reviews the initial 35-player roster (regardless of if there are 35 players or not but provided there are a minimum of 18), the Team Manager must mark players as active or inactive prior to the upcoming match. The number of active players must be equal to either a minimum of 18 or a maximum of 23. Once the number of active players between 18 and 23 has been determined, Team

Managers are to confirm their final roster by clicking the confirm button within Comet. The players in this list must be registered in the list of 35 players as indicated above and are the only players that can be selected for the final line-up of 18 players for a specific match.

DIVERSITY

Concacaf embraces and promotes diversity as a key value of football. The Confederation is committed to being a multicultural organization that supports inclusiveness and fair play.

Preserving the integrity of the game is a high priority of the Concacaf Council and its administration. To fulfill this objective, it is essential that the football family voices its commitment to respecting the game while contributing to foster a culture of inclusiveness and respect on and off the field.

In an effort to prevent discriminatory incidents, Concacaf asks each participating national association, their respective club teams, officials and all persons involved in the preparation, organization and hosting of the competition, to observe and adopt the following principles and measures in order to protect the players and the integrity and safety of the game:

- **Concacaf Statutes**

Art. 3 par. 2 of the Concacaf Statutes establishes that: *“Discrimination of any kind against a country, private person or group of people on account of race, skin color, ethnic, national or social origin, gender, disability, language, religion, political opinion or any other opinion, wealth, birth or any other status, sexual orientation or any other reason is strictly prohibited and punishable by suspension or expulsion.*

- **Concacaf Code of Ethics**

Art. 23 of the Concacaf Code of Ethics establishes that: *“Persons bound by this Code [Concacaf Code of Ethics] may not offend the dignity or integrity of a country, private person or group of people through contemptuous, discriminatory or derogatory words or actions on account of age, race, skin color, ethnic, national or social origin, gender, language, religion, political opinion or any other opinion, wealth, birth or any other status, sexual orientation, physical disability or any other reason”.*

According to such Code of Ethics, any behavior which breaches the mentioned article can be sanctioned by the Concacaf Ethics Committee.

- **Concacaf Code of Conduct**

As members of the Concacaf family, we shall at all times comply with the following principles for behavior and conduct:

- **Respect and dignity**

We treat everyone with respect, and protect the personal dignity, privacy and personal rights of every person.

- **Zero tolerance of discrimination and harassment**

We are committed to a diverse culture. There shall be no discrimination on account of age, race, skin color, ethnicity, national or social origin, gender, language, religion, political opinion or any other opinion, wealth, birth or any other status, sexual orientation, physical disability or any other reason, or engagement in any kind of verbal or physical harassment based on any of the aforementioned or any other criteria.

- **Fair play**

We believe in the importance of fair play guiding us at all times in all our actions and decisions.

- **Concacaf Protocol for Racist Incidents during Matches**

The Confederation has approved a comprehensive protocol for managing racist incidents during matches. The protocol outlines a three-stage method for dealing with any serious racist and/or discriminatory behavior in football stadiums, such as racist chants, insults, screams and banners.

1. Stopping of the match

The referee will stop the match and a public announcement will be made demanding that the discriminatory behavior cease.

2. Suspension of the match

If the discriminatory behavior continues after play restarts, the referee may suspend the match for a specific period (approximately five to ten minutes) and send the teams to their dressing rooms. A further stadium announcement will be made informing the spectators of the situation and demanding that the discriminatory behavior cease, together with a warning that the match will be abandoned if the behavior continues.

While play is suspended, a crisis security meeting will be held that will also involve the captains of both teams. The possibility of abandoning the match will be discussed.

3. Abandonment of the match

If steps 1 and 2 are ineffective and the crisis security meeting determines that the match should be abandoned, the referee will abandon the match. This will be followed by an announcement informing the spectators of the decision to abandon the match and containing security instructions.

The competent FIFA bodies will discuss whether to replay the match or to decide on its result and will inform the participating teams and general public of their decision as soon as possible.

With these measures, FIFA strengthens its approach to non-discrimination, as enshrined in article 4 of the FIFA Statutes, by reinforcing its commitment to analyzing and sanctioning relevant incidents. We are counting on your support and wish you a successful and discrimination-free tournament.

SPORTS INTEGRITY

I. What is Match-Manipulation?

There can be no doubt that corruption in sports, particularly, match-manipulation (or 'match-fixing' as it is often named) is one of the greatest threats to the integrity of sport competitions worldwide that also has the potential to affect the sporting industry globally. If the outcome of a game is determined before it has started, football stands to lose a lot more than just its credibility. Allegations of match-manipulation and corruption, have already led to the cancellation of sponsor contracts and, longer term, fans will stay away.

Match-manipulation is a global problem which affects not only football but also other sports worldwide. Criminals manipulate matches and then place bets on them in order to earn money illegally. This business has been so lucrative that Organized Crime Syndicates and the Mafia take part in match-manipulation. This means for all people involved in match-manipulation cases, that they are dealing with Organized Crime and this can cause a threat to their lives. The best way to protect yourself is therefore to decline any offer to manipulate a game

immediately and report it to Concacaf. Our experiences have shown that the criminals will not approach you again. They will approach other people instead.

Usually, the criminals will approach you in a friendly way, pretending they are your friend or fan and trying to get your confidence. Once you trust them, they might ask you what you earn and propose how you can make more money. After you have agreed once to manipulate a game, they will blackmail you and use violence to get you to do what they want.

There are many ways that a match can be manipulated by a player. This includes for instance;

- Agreeing to lose a match intentionally
- Agreeing to draw a match to prevent the opposing team from being relegated
- Agreeing to deliberately receive a yellow card
- Agreeing to deliberately concede a corner
- Agreeing to deliberately give away a penalty

Note: Every agreement about the course or result of a game is prohibited and is part of match-manipulation.

These criminals will approach anyone who can influence the match, such as:

- Players
- Coaches
- Referees
- Players' agents
- Team administrators
- Club managers



Therefore, it is essential that all members of the football family are aware of this threat.

II. Concacaf Sports Integrity Regulations

Concacaf takes the fight against match-manipulation very seriously. The Concacaf Sports Integrity Department is in charge of preventing match-manipulation and educating all people within the Concacaf football family about the threat that it poses. It is also responsible for investigating and sanctioning all cases of match-manipulation with zero tolerance. We work

closely together with FIFA and other partners and stakeholders in order to fight match-manipulation and maintain a zero-tolerance approach to any form of match-manipulation in football.

Concacaf has implemented regulations to protect our sport in the Concacaf Code of Ethics. The Concacaf Ethics Committee is the judicial body that will issue the decision based on the regulations in that code.

It is very important that you read the following regulations carefully in order to protect yourself from being sanctioned by the Concacaf Ethics Committee.

Unlawful Influence of the Course or Result of Matches:

Match-manipulation is defined in Article 26 of the Concacaf Code of Ethics as every act of influencing the course or result of a match in a manner contrary to sporting ethics. Every act of influencing the game in an illicit way is prohibited and will be sanctioned by Concacaf. Under the Code of Ethics, any person found guilty of match-manipulation can be sanctioned with a lifetime ban from any football related activity.

Prohibition of participating in the betting sector:

Article 28 of the Concacaf Code of Ethics prohibits any person from taking part, either directly or indirectly, with betting or gambling associated with football.

Most match-manipulation occurs so that the criminals can bet on the outcome of the match and as a result make illegal profits. Every person bound by the Code of Ethics is prohibited from betting on games so that the integrity of the competition and matches can be maintained.

Every breach of this regulations can lead to sanctions by the Concacaf Code of Ethics.

Prohibition of disclosure and utilization of insider information

Article 29 of the Concacaf Code of Ethics prohibits using or revealing insider information. Insider information is defined as any information that is not publicly available and that you have only obtained because of your position in football, for instance if you know that the best player of your team has an injury or the team selection. Such information must not be disclosed to any third party, for any reason. Every breach of these regulations can lead to sanctions by the Concacaf Code of Ethics.

Obligation to report

Article 27 of the Concacaf Code of Ethics requires that any person with information about any integrity issue to disclose this information and report it to Concacaf immediately. The information must be passed on to Concacaf regardless of whether or not the approach was successful, or any offer was accepted or denied.

Concacaf aims to protect every participant and by reporting, you not only protect yourself, but everyone else in the football family. A criminal is likely to approach someone else if you have declined their offer and approach. By reporting this to Concacaf, the person responsible can be investigated and this protects your teammates, coaches and other officials from being approached too.

The obligation to report any information and to cooperate in any investigations by Concacaf is to ensure that the integrity of the game and all people involved are protected.

Concacaf has established two different reporting mechanisms. One of them is the email address Integrity@concacaf.org. We recommend everyone who has the obligation to report to use this email address which goes directly to the Sports Integrity Department. All information shared will be kept confidential and not be shared with an unauthorized third party.

If you prefer to report confidentially, without Concacaf knowing your identity, you can report to our Whistleblower System, which is available via our Webpage. Look for 'Integrity Report' or visit <https://secure.ethicspoint.com/domain/media/en/gui/40739/index.html>.

This system provides different channels for individuals to report confidentially and anonymously, any issue related to match-manipulation in the Concacaf region. You have the ability to file a confidential, anonymous report via either telephone by calling a toll-free hotline system or the internet. More information can be found on that website.

III. Integrity Declaration Forms

All Players, Coaches and Club Manager must sign the Concacaf Integrity Declaration Form once per calendar year. This declaration contains very important regulations regarding Integrity and Diversity.

Failure to sign the Form can lead to disciplinary measures by Concacaf.

Completion of the Form confirms your commitment, with Concacaf, to uphold the integrity of football.

IV. Monitoring

In order to detect and investigate potential match manipulation cases, Concacaf actively monitors its Competitions and tournaments. Concacaf engages detection and monitoring agencies to protect the integrity of the Scotiabank Concacaf League. These professional monitoring agencies run sophisticated technical systems to detect irregularities in the betting market which could be linked to match-manipulation. They compare the movements on the betting market with the performance of players and referees on the pitch. Once irregularities have been detected, they provide a report to Concacaf's Sports Integrity Department which will then start deeper investigations with our partners.



V. Stay Clean

Match-manipulation damages the integrity of football and can put you in dangerous situations.

- When dealing with criminals, often organized crime, you can put yourself or your family and friends in danger
- You may face criminal sanctions by State Courts and jail time
- You and your team will lose sponsorship contracts
- You must return any awards or trophies
- Your reputation will be destroyed
- You will face a significant fine
- You will face a worldwide lifetime ban from taking part in any football related activity by FIFA
- Your football career will be over

Follow the rules for your own best interests. Do not risk your reputation and your career.

VI. Your Contact Person

Work together with Concacaf in order to keep our sport clean by immediately reporting and remember to contact Concacaf's Acting Director of Sports

Integrity Mr. Marco Leal via Integrity@concacaf.org if you have any questions or concerns.

SECURITY PLAN

Purpose: Each home club must provide to Concacaf, no later than 1 week (7 days) prior to the match in question, with a detailed Security plan. This plan must consist of all policies and procedures regarding security for a match prior to, during and post-match.

The Security Plan should be completed by the clubs Security Manager in conjunction with the local police, ambulance corps and fire brigade while also paying close attention to the weather and other environmental concerns as the match approaches. This plan must be presented to Concacaf no later than one week prior to the match and updated as needed. This plan must also be updated prior to each match as the opponent, weather, environmental factors as well as other concerns (e.g. political issues involving the countries of the two teams) may have changed that could affect the match.

The Security Manager will present this plan at the Match Organization Meeting.

Security Plan Outline:

- I. Match information
 - a. Team A vs. Team B
 - b. Event/Competition
 - c. Date, Time, Location
 - d. Team A Security POC's

- II. Stadium Information
 - a. Name
 - b. Address
 - c. POC list
 - i. Stadium manager
 - ii. Head of security
 - d. Capacity
 - e. Stadium Overlay
 - i. Spectator entrances
 - ii. Emergency exits
 - iii. Field entrances

- iv. First Aid location
 - v. Venue Operation Center Location
 - vi. Ambulance locations
 - vii. Locker rooms
 - viii. Media entrance
 - ix. Staff entrance(s)
 - x. Local supporter seating location(s)
 - xi. Visiting supporter seating location
 - xii. Team drop-off/pick-up locations
 - xiii. General parking area
 - xiv. VIP parking area
 - xv. Visitor parking area
 - xvi. No smoking policy
 - f. Security rings diagram
 - g. Allowed/Prohibited items lists
 - h. Alcohol policy
 - i. Beer
 - ii. Hard Liquor (suites only)
 - i. Drink container policy
 - j. Credentialing system
 - k. Gates open to public at:
 - l. Stadium lighting (turned -2 hours to K/O or -1 hour to sunset, whichever is sooner)
- III. Emergency Action Plans (EAP)
- a. Weather issues (e.g. lighting, rain, fog)
 - b. Natural disasters (e.g. earthquakes)
 - c. Medical situations
 - d. Power outage
 - e. Other (e.g. fire, civil disturbance)
 - f. List of key personnel
 - g. Evacuation plans
 - h. Emergency announcements
 - i. Radio procedures and use
- IV. Security Procedures
- a. Chain of Command
 - b. Contact list
 - i. Police POC
 - ii. Fire POC

- iii. Private security POC
 - iv. Head steward
 - v. Team doctor
 - c. Police Escort (for Teams, Match Officials, and Referees Included)
 - d. Inspection of spectators entering stadium
 - e. Gates open at:
 - f. Inspection methods
 - g. Bomb sweeps
 - h. Ticket resale/Scalping policy
 - i. Field invasions
 - j. Quantity of visiting supporters
 - k. Risk assessment
- V. Medical
- a. Hospitals
 - i. Primary
 - 1. Name
 - 2. Address
 - 3. Trauma type
 - ii. Secondary
 - 1. Name
 - 2. Address
 - 3. Trauma type
 - b. Ambulances
 - i. Arrival / departure times
 - ii. Required equipment
 - iii. Locations

STADIUM CODE OF CONDUCT

Purpose of this document

This Stadium Code of Conduct (“**Stadium Code of Conduct**”) describes the applicable safety and security measures and policies for the conduct of (a) every person using a match ticket (“**Ticket**”) to attend a Match (“**Stadium Visitor**”) or (b) every person using an entry pass for working purposes issued by the Authorities (“**Accreditation**”) to such person (“**Accredited Person**”) within a stadium in which a Match takes place and which is under the control of the Authorities on Match days (“**Stadium**”).

Notice and Acknowledgement of the Stadium Code of Conduct by the Ticket Holder

This Stadium Code of Conduct remains subject to changes.

The most up-to-date and applicable version of this Stadium Code of Conduct is made available on Match days at the Stadium.

Each Stadium Visitor and Accredited Person agrees and acknowledges that he has read, understood, accepted and will comply with this Stadium Code of Conduct as well as any specific instructions given by any of the Authorities. If considered necessary, in addition to this Stadium Code of Conduct, further mandatory instructions may be issued by the Authorities in order to prevent or eliminate any risk to life, health or personal belongings.

Entry to the Stadium

Stadium Visitors and Accredited Persons will cooperate with the Authorities, by:

1. Producing a Ticket or an Accreditation and, as/if requested by the Authorities, proof of identity; and
2. Submitting to inspections, body checks and removal of items that are prohibited to use, possess, hold or bring into the Stadium on Match days

(“**Prohibited Items**”)

Stadium Visitors and Accredited Persons agree and acknowledge to have restricted access to specified areas within the Stadium,

Common Sense Conduct Inside the Stadium

- All Stadium Visitors and Accredited Persons will, at all times during their stay in the Stadium, conduct themselves in a manner so as not to offend, endanger

the safety, or unnecessarily hinder or harass other Stadium Visitors and/or Accredited Persons.

- All Stadium Visitors must occupy only the seat indicated on their Ticket and will access it only via the designated entrance unless otherwise directed by the Authorities. For security reasons and to avert danger, Stadium Visitors will move to seats other than those allocated, whether in the same or another section of the Stadium, if instructed to do so by the Authorities.
- All access stairways and emergency exits must be kept clear at all times to the best possible extent.
- All Stadium Visitors and Accredited Persons are requested not to drop litter, packaging or empty containers, but to dispose of such items in the appropriate litter bins inside the Stadium.
- Smoking is NOT permitted inside the stadium at any time.
- Furthermore, unless otherwise authorized by the Authorities, Stadium Visitors and Accredited Persons will not:
 - Enter the pitch or the area around the pitch;
 - Stand on seats in the spectator areas or unreasonably obstruct the view of other spectators, such as standing throughout large portions of the match;
 - Throw objects or liquids of any kind, particularly in the direction of another person or in the direction of the area around the pitch or the pitch itself;
 - Start a fire, let off or launch fireworks, flares, smoke powder, smoke bombs or other pyrotechnics;
 - Engage in conduct which expresses racist, xenophobic, cause, charity or ideological concern related views, which could impair the enjoyment of the event by other spectators, or detract from the sporting focus of the event;
 - Act in a way which may be interpreted by others as provocative, threatening, discriminatory or offensive;
 - Offer for sale or sell goods or tickets, distribute printed material or make collections;
 - Create any threat to the life or safety of oneself or others, or harm anyone else in any way whatsoever;
 - Cause damage to anyone or anything at any time;
 - Climb on or over structures and installations not intended for general use, particularly facades, fences, walls, fencing, barriers, lighting masts, camera platforms, trees, masts of any kind and roofing;
 - Restrict or impede circulation, footpaths and roadways, entrances and exits to visitor areas and emergency exits, or obstruct or interfere with zones open to traffic;
 - Access areas (e.g. function rooms, VIP and media areas, etc.) which are closed to the public or for which access is unauthorized (except with proper access passes);
 - Write or paint on or affix anything to structural elements, installations or

pathways;

- Relieve oneself anywhere other than in the toilets, or litter the stadium by discarding objects such as rubbish, packaging, empty containers, etc.;
- Record (except for private purposes), transmit, or in any other manner disseminate over the internet or any other media, including mobile devices, any sound, image, description, or result of any event taking place within the stadium, in whole or in part, or assist any other person(s) conducting such activities; commercially exploit any photographs or images taken within the stadium;
- Engage in other activities – including the use of lasers and other such devices - which could compromise public safety and/or harm the reputation of the event, as assessed at the sole discretion of the authorities and/or any other legally-authorized persons

Prohibited Items

Unless otherwise authorized by the Authorities in writing, Stadium Visitors and Accredited Persons are NOT permitted to use, possess, hold or bring into the Stadium the following Prohibited Items:

- Weapons of any kind;
- Anything that could be used as a weapon or used to cut, thrust or stab, or used as a projectile;
- Bottles, cups, jugs or cans of any kind as well as other objects made from P.E.T., glass or any other fragile, non-shatterproof or especially tough material or tetrapak packaging, hard cooler boxes;
- Fireworks, flares, smoke powder, smoke canisters, smoke bombs or other pyrotechnics;
- Any alcoholic beverages of any kind, narcotics or stimulants;
- Racist, xenophobic cause, charity or ideological concern related materials, including but not limited to banners, signs, symbols and leaflets, objects or clothing, which could impair the enjoyment of the event by other spectators, or detract from the sporting focus of the event;
- Flagpoles or banner poles of any kind. Only flexible plastic poles and so-called double-poles that do not exceed 1 meter in length and 1 cm in diameter and which are not made of inflammable material are permitted;
- Banners or flags larger than 2m x 1m50. Smaller flags and banners are permitted provided that they are made from material which is deemed “of low flammability” and complies with national regulations and standards;
- Any sort of animals;
- Any promotional or commercial, materials, including but not limited to banners, signs, symbols and leaflets, or any kind of promotional or commercial objects, material and clothing;

- Gas spray cans, corrosive, flammable substances, dyes or receptacles containing substances which are harmful to health or are highly flammable. Standard pocket cigarette lighters are permitted;
- Unwieldy objects such as ladders, stools, (folding) chairs, boxes, paperboard containers, large bags, rucksacks, suitcases and sports bags. "Unwieldy" is given to mean all objects which are larger than 25cmx25cmx25cm and which cannot be stowed under the seat in the stadium;
- Large quantities of paper and/or rolls of paper;
- Mechanically operated instruments which produce an excessive volume of noise such as megaphones and gas-powered horns;
- Laser pointers;
- Cameras (except for private use and then only with one set of replacement or rechargeable batteries), video cameras or other sound or video recording equipment;
- Computers or other devices used for the purposes of transmitting or disseminating sound, pictures, descriptions or results of the events via the internet or other forms of media;
- Other objects which could compromise public safety and/or harm the reputation of the event as assessed at the sole discretion of the authorities;
- Musical instruments unless approved in advance by the authorities

DISCIPLINARY GUIDELINES

Concacaf Disciplinary Committee

The Concacaf Disciplinary Committee is authorized to sanction any breach of the 2022 Scotiabank Concacaf League Regulations and is responsible for imposing additional sanctions for non-compliance such as:

- Late submission of documentation
- Late arrivals at the stadium
- Late departures from the locker rooms that delay the start of the game
- Lack of security
- Media violations
- Minimum standard violations
- Team misconduct

*Please note that stronger penalties will be imposed for repeated infringements.

Concacaf Appeals Committee

- The Concacaf Appeals Committee is responsible for deciding appeals against any of the Disciplinary Committee's decisions and may conduct any appeal procedures in accordance with the FIFA Disciplinary Code

- Section 22.4 - Any party intending to appeal must inform the Concacaf's Appeal Committee, via the Concacaf General Secretariat, of its intention to do so. The appeal should be done in writing and must be submitted within three days after the notification of the relevant decision
- Section 22.6 - Anyone wishing to lodge an appeal must transfer an appeal fee of \$1,000 USD to Concacaf's bank account and submit confirmation of such transfer before expiry of the time limit for submitting the appeal. Such confirmation must be e-mailed to the Concacaf General Secretariat at general.secretariat@concacaf.org
- Section 22.7 - If the aforementioned requirements have not been complied with, the appeal is not admissible
- Section 22.8 - Decisions pronounced by the Appeals Committee are final and binding

Protests

- Section 23.2 - Anyone wishing to lodge a protest must transfer a protest fee of \$500 USD to Concacaf's bank account and submit confirmation of such transfer before expiry of the time limit for submitting the protest. Such confirmation must be e-mailed to the Concacaf General Secretariat at general.secretariat@concacaf.org
- Section 23.3 - Unless otherwise stipulated in this article, protests must be submitted in writing to the Concacaf Match Commissioner within two hours of the match in question. In addition, the protest must be followed up immediately with a full written report, including a copy of the original protest, to be sent in writing to the Concacaf General Secretariat at general.secretariat@concacaf.org. The protest must be sent within 24 hours of the end of the match, otherwise it will be disregarded.

Disciplinary Procedures

- Section 24.2 – Any player sent off the field of play, whether directly (a straight red card) or as a result of two yellow cards in the same match, is at a minimum, suspended for the next match.
- Section 24.3 - Any player who accumulates two single yellow cards in two different matches in the competition is suspended for the following match
- Section 24.4 – All single yellow cards will be eliminated after the completion of the preliminary round and semifinal round.
- Section 24.5 - Any substitute player, member of the technical staff or official that enters the field of play in an aggressive manner and/or without being summoned by the referee, may be sanctioned by the referee and referred to the Disciplinary Committee for additional fines and/or sanctions.
- Section 24.6 - Unserved suspensions as a result of a red card will be carried over to the following edition of the Scotiabank Concacaf League. In case unserved suspensions can't be served in the Scotiabank Concacaf League,

those can be served in the Scotiabank Concacaf Champions League, or other Concacaf recognized club competition in which a player or club official is eligible to participate.

- Section 24.7 - The violation of article 12 par. 5) of the FIFA Disciplinary Code shall result in a fine amounting to \$1,000 USD for the first five team members sanctioned, plus \$200 USD for each additional person of the team that has been sanctioned. An additional \$500 USD will be added to the respective fine for each case of repetition.

MATCH BALLS

The Nike Flight is the official ball utilized for the 2022 Scotiabank Concacaf League. This ball has been selected and exclusively supplied by Concacaf. The footballs will conform to the provisions of the *Laws of the Game* and FIFA's Equipment Regulations. The ball will bear one of the following three designations: IMS – International Match Standard, FIFA QUALITY or FIFA QUALITY PRO.



Concacaf will supply forty-eight (48) Official competition match balls.

- Eighteen (18) Balls must be set aside for sole use in the match
- The home club will be required to provide the visiting club with twelve (12) practice balls if they did not travel with their balls
- Only Concacaf issued NIKE balls can be used for the official practice and the match.
- For those climates where it may snow, the Nike Flight “winter” balls will be provided
- **NONE OF THE 48 BALLS CAN BE MARKED IN ANY WAY** and these balls will be used for matches and official practices

- **For each match, clubs are required to provide:**
 - Fourteen (14) match balls pumped-up to twelve (12) psi and placed in the referee's locker room two (2) hours prior to kick-off for inspection to confirm the pressure is correct for each match ball
 - An electronic pump in the referee's locker room
- The match balls will be allocated as follows:
 - One ball for the referee to be carried during the pre-match ceremony
 - One for the Fourth Official (to be kept under Fourth Official's bench as a spare)
 - Ten balls to be distributed to the ball kids
 - Two additional spare balls to replace any that may be damaged

UNIFORMS

PLAYER UNIFORMS

At the minimum, each club must have the following options:

1. Primary field player uniform
2. Secondary field player uniform
3. Primary goalie uniform
4. Secondary goalie uniform

The colors of each primary and secondary uniform set must be contrasting between a dark and light uniform (e.g. yellow/dark blue).



COACHING STAFF UNIFORMS

Members of the coaching staff must pay particular attention to the colors of their uniform/clothes to ensure that it is not similar in color and/or design to those worn by their players or substitutes. The staff may be asked to change or to wear a bib if the colors are similar to the players of either team. The decision will be made by the 4th Official in accordance with the Match Commissioner and Venue Coordinator.

CAPTAINS ARMBANDS

Concacaf will provide official armbands for the captains of each team to wear during the Scotiabank Concacaf League matches. Only Concacaf provided captain armbands will be permitted to be worn.

SLEEVE PATCHES

Concacaf will issue sleeve patches to each club and the referees, with the official competition logo and must be affixed on the right-hand sleeve of each shirt. A different Concacaf campaign logo may be affixed on the left-hand sleeve. The referees will also be required to wear the competition patch on their right-hand sleeve.

CHAMPION'S PATCH

For the 2022 Scotiabank Concacaf League, the defending champion will wear a 2021 Champion's patch in the center of the front of each players' jerseys, right below the collar.

WARM-UP BIBS

The only bibs to be worn during official training sessions will be those provided by Concacaf. Warm-up bibs must be worn by players in all warm-up areas, during the match and for any player who is substituted out of the match and will remain on the team bench.

Bibs used by each club must be of contrasting colors to their uniforms and the opposing club's uniforms and bibs.

The color of warm-up bibs, to be used during warm-ups, will be confirmed at the Match Coordination Meeting (MCM).

Clubs are required to travel with all Concacaf provided bibs for each match and return all bibs to Concacaf upon each team's completion in the competition.

BROADCAST GUIDELINES

Broadcast Rights

- Concacaf owns and retains exclusive control over all broadcast rights for the Scotiabank Concacaf League, including all forms of television, radio, internet, social streaming and mobile platforms (including match trackers). The following entities are official broadcast rights holders for the 2022 Scotiabank Concacaf League.
- Details on additional rights holders that may be added will be distributed as they become available.

Television

- USA, including Puerto Rico (Spanish Language) – TUDN
- Canada (English and French)- (One Soccer)
- USA - TBD
- Mexico - FOX Sports
- Central America – ESPN
- Caribbean – ESPN
- South America – ESPN
- Rest of World – Local partners and Concacaf Platforms

Radio

- USA, including Puerto Rico (Spanish Language) – TUDN
- Canada (English Language) – TBD
- Canada (French Language) – TBD
- USA – TBD
- Mexico - FOX Sports
- Central America – ESPN
 - Guatemala – Inversiones Also
- Caribbean, not including Puerto Rico (Spanish Language) –ESPN

Internet

- USA, including Puerto Rico (Spanish Language) – TUDN
- Canada (English and French) – One Soccer
- USA – TBD
- Mexico - FOX Sports
- Central America – ESPN
- Caribbean – ESPN
- Concacaf anticipates providing additional video content via Concacaf.com. No participating Club or any other entity is permitted to stream any audio, visual, or track any game, either live or in archive form.

- In certain very limited circumstances, if no current licensee exists in a particular territory for a specific broadcast asset, Concacaf may decide to collaborate with a participating Club to secure a distribution source. In all such cases, all consideration received in exchange for the rights shall be retained by Concacaf.

Broadcast Production

- The commercial viability of the Scotiabank Concacaf League is based on Concacaf's ability to provide its broadcast rights holders with an appropriate broadcast feed of each game. Concacaf will designate a Host Broadcaster for each game that will manage the television production. Participating Clubs shall be required to collaborate in providing the necessary resources, facilities, and support to ensure that the Host Broadcaster's needs are met in order to fulfill Concacaf's contractual obligation to its rights holders.
- **Failure of a participating Club to provide the necessary resources in a timely manner to the Concacaf host broadcaster shall constitute a serious violation of the tournament regulations and will result in severe economic penalties and potentially expulsion from the tournament.**
- The following is a list of the Concacaf Host Broadcasters for the 2022 Scotiabank Concacaf League. Contact information for Concacaf's broadcast operations management and each Host Broadcaster will be provided to each respective Club soon.
 - Canada – Concacaf
 - Central America – Concacaf
 - Caribbean – Concacaf

Broadcast Facilities

- Each Club will be contacted directly to ensure that it is aware of the necessary production accommodations listed and is preparing appropriately:
 - Stadium access for inspection
 - Adequate stadium lighting
 - Stadium access day before and the day of each match for production set up
 - Disinfection station for the HB crew.
 - Parking area and the necessary power for production
 - Unobstructed camera positions
 - Unobstructed commentary positions
 - Credentials for TV production personnel (minimum of 50)
 - **Internet line of at least 10 MB download speed and 10 MB upload speed by the TV Truck parking position.**
 - **This network cannot be shared.**

- **Two fixed phone lines with international dialing access by the TV Truck position**
- **An extra internet line might be solicited to the club. This will be case by case and Concacaf will cover this cost.**
- Each Club will need to make available its senior operations management for a pre-match broadcast meeting the day before or day of each game.
- Each Club, shortly after the conclusion of each match shall receive, for use for sporting purposes only, a DVD or USB copy of each match. The copies will be given to the venue coordinator of each game

Footage Capture Guidelines for Clubs

- Clubs need authorization to capture and use game footage by the rights holders in their territory.
- If for a specific territory there is more than one rights holder, the authorization should come from the company that owns the rights in the language of the intended posts.
- Once that authorization is provided, Concacaf needs to approve the use of the footage as well and Concacaf **WILL DESIGNATE THE PLACE WHERE THEY WILL SET UP TO RECORD**. Most likely behind the goals at field level.
- Recording at the team arrivals, locker rooms and tunnel won't be permitted; Concacaf may make an exception only on special cases with a special permission and it will be analyzed case by case.
- All use of game footage must be geoblocked for the territory. For instance, if the request comes from a team from Honduras, all publications should be shown in their country only.
- Game footage use cannot be linked to any commercial brand unless the brand is an official sponsor of the tournament.
- The amount of footage the Clubs could use would be determine by the rights holders and Concacaf. Usually up to 3 minutes, starting 2 hours after the end of their respective match.
- Clubs have access to press conferences but cannot broadcast them live. That is a right included in our deals with the networks.
- Clubs must always use the official logos of the tournament, the official hashtag, as well as the official name of the competition.
- Clubs must request authorization from their respective rights holder in their territory, no later than 2 weeks before the tournament.
- Once the authorization is approved, the Clubs must send an email to Concacaf requesting approval and explaining their plans as follows:
 - Expected number of crew on site.
 - Intended use of the footage.

- Are the crew members part of the team delegation?
- If the footage will be used for a special project (documentary, movie), a separate process for footage licensing would need to be followed.
- All footage recorded by the ENG crews must be shared with Concacaf within 48 hours after the end of the match.
- Concacaf owns the footage in perpetuity. In the future, the Clubs could get authorization to use the recorded footage on a case-by-case basis.

BROADCAST POLICIES AND PROCEDURES

Host Broadcaster & Rights Holders

The following guidelines have been designed for official rights-holding broadcasters for the Concacaf event. The goal is to ensure rights holders can produce the highest quality broadcast possible, while also maintaining event operational and logistical procedures are not interfered with.

- **Bibs**
 - Photographers – YELLOW
 - TV Host Broadcaster – BLACK (Field access)
 - TV Rights holders – BLUE (Field access, see below)
 - TV Non-Rights holders – Brown (No Field access)
 - Radio Rights holders – NO BIB (No field access)
 - Webcast Rights holders – NO BIB (No field access)
- **Staff**
 - Prior to the beginning of the event, all involved with television production are required to submit a list of names of all staff (i.e. reporters, camera operators, truck crew) that are going to be present and working the days of the matches.
 - Right holders' access will be limited to 2 people for TV RH and 1 person for Radio and Internet RH.
 - Due to the numerous changes in the crews from game day to game day, each Host Broadcaster will be provided a specific number of credentials, as agreed upon by the Broadcaster and Concacaf.
 - The Broadcaster is solely responsible for checking in the crew members prior to each game and providing them with their credential and bib (if required) and obtaining the credentials and bibs back after each game.
 - Lost or stolen credentials will not be replaced so it is essential that the host broadcasters maintain strict control.
 - Any individuals who misuse their credential or access privileges will have their credential removed and will be escorted from the stadium.

- **Credentials**
 - Only individuals with proper accreditation will be allowed in areas designated for player and coach interviews. This includes any supplementary access devices (such as grey or blue bibs) for all field-level activities.

- **Field Access**
 - The only access to the field from anyone involved with the host broadcast of the event will be two sideline cameras producing the multilateral feed. Said cameras are allowed on the field of play for the Club introductions prior to the match and for post-match reactions ONLY.
 - Rights holders with blue bibs and cameras should remain behind the advertising boards at each end line during the match.
 - AT NO TIME WILL RIGHTSHOLDERS CAMERA BE ALLOWED ON THE FIELD OF PLAY OR LOCKER ROOMS.

- **Field Reporters**
 - TV Rights holders with blue bibs will be allowed to station a reporter on field level throughout the duration of the match.
 - However, said reporter(s) are required to remain behind the advertising boards at each end line.
 - A distance of at least 2 meters between field reporters must apply.
 - AT NO TIME WILL REPORTERS BE ALLOWED ON THE FIELD OF PLAY OR LOCKER ROOMS.

- **Flash Interviews**
 - TV Host Broadcaster & Rights holders will be permitted to conduct flash interviews, at halftime and full-time ONLY, in designated flash zones in each stadium.
 - A distance of at least 1.6m between the journalist and the player must be applied.
 - Microphones must have a proper protection for conducting the interview.
 - Once the referee has signaled the end of play of the half or the match, the TV Host Broadcaster will go first and then any other TV Rights holders Reporter may proceed to the flash zone to request interviews.
 - All interviews must be conducted in the zone between the field of play and the entrance to the locker room area from the field level.
 - The Reporter may request assistance from the Venue Press Coordinator in each venue, or the Press Officer for the Club involved, for assistance in securing an interview subject.
 - The decision to engage in an interview lies ultimately with the player(s) or coach(es) involved, but the media relations individual will help as much as possible.

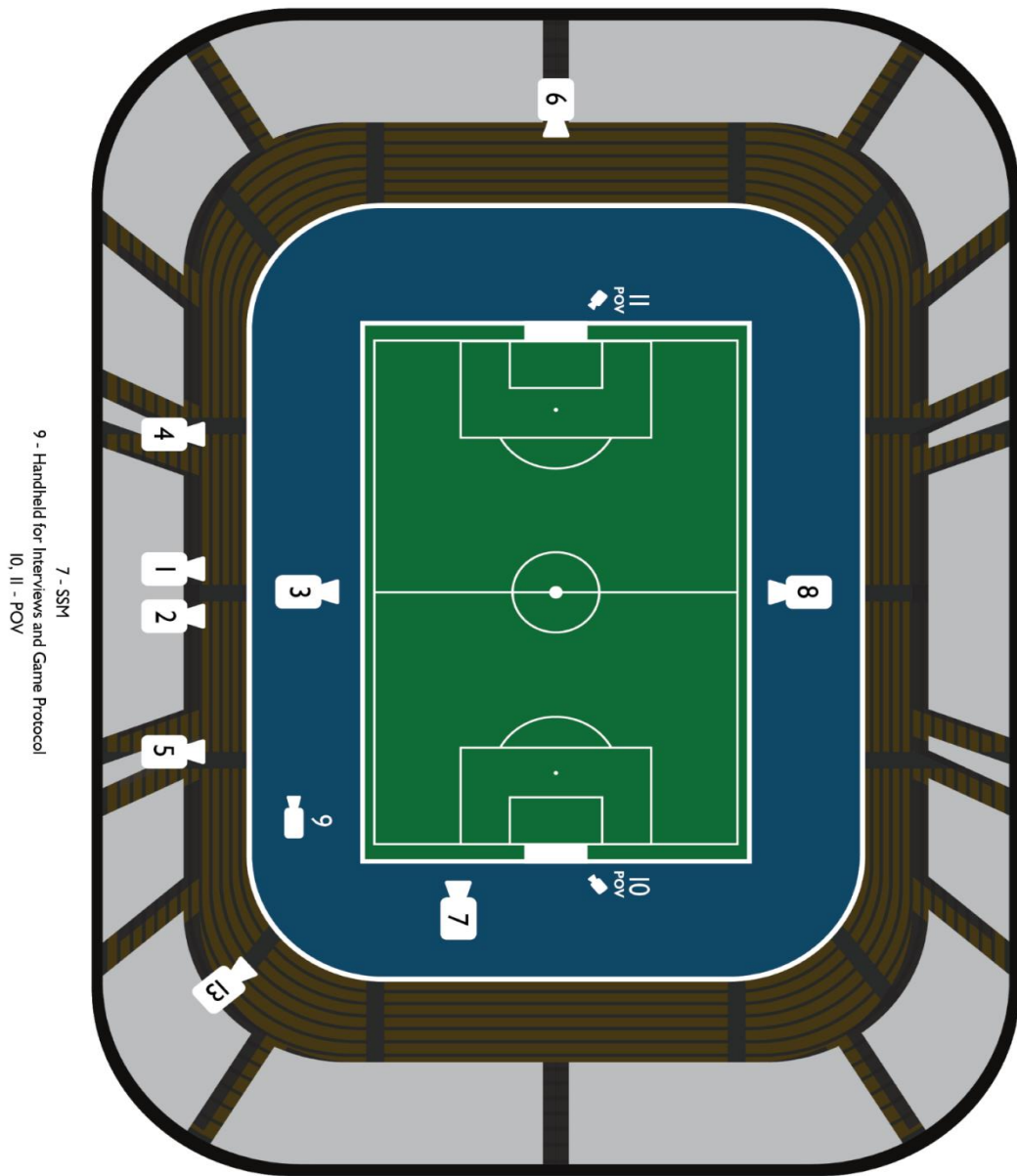
- Interviews are not allowed as the players and coaches enter the field of play before either halftime, nor at any time during the match, or at any other time unless designated in writing by a Concacaf Media Officer.
 - Interviews should not last more than 45 seconds (halftime-optional) or 90 seconds (end of match-mandatory).
 - In the case of extra time, interviews are NOT allowed between the end of regulation play and the start of the extra-time session, nor between the end of extra time and the penalty shootout.
- **Mixed Zone and Press Conference Interviews**
There will be a mixed zone area designated and all press conferences will be conducted via ZOOM, unless otherwise agreed with Concacaf (please refer to the 2022 SCL Commercial Regulations).

- **General**

All the policies and procedures are subject to change given the uncertainty of the situation given by the ever-changing COVID-19. This guideline will be applied in conjunction with any other guidelines that the local Government and Football Federation applies as well.

The maintenance of the integrity of the rights purchased by the Host Broadcaster for the Concacaf event is vitally important, and it is hoped everything can be done to ensure the best possible exposure for the event. It is also understood, however, rights-holding broadcasters will not interfere with the players, coaches, Concacaf members, stadium personnel or any other entity involved with same which has as its primary responsibility the safety and operation of the Concacaf event.

Any questions or special requests should be submitted to Alvaro Urrutia, Football Communications Senior Manager, prior to each match. All requests will be dealt with in as timely a fashion as possible.



7 - SSM
9 - Handheld for Interviews and Game Protocol
10, 11 - POV

STADIUM VIDEO BOARD GUIDELINES

If your stadium has a jumbotron or video board with the capacity for live feed transmission, the following describes how it shall be used during a Scotiabank Concacaf League match.

During the game (kick off -10), Concacaf host broadcaster will provide a feed that will be utilized on the stadium screens.

The following will apply for each match:

- Concacaf's feed must be respected and not modified for any reason
- Neither the stadium nor the home club, are allowed to add stadium cameras to Concacaf's feed
- No replays are to be used, unless otherwise stated and accepted in writing by Concacaf
- No graphics are to be added (except by a score bug) to the Concacaf feed
- The above also applies for in-stadium video highlights shown post-match

FINANCIAL GUIDELINES

The following are the Financial Report requirements for the 2022 Scotiabank Concacaf League:

Revenue

- Clubs
 - Home Clubs retain all gate revenues and must pay 5% of the gross ticket revenues or a minimum of \$500 (whichever is greater) **within 30 days of each match** to Concacaf for each home match.
- Financial Reports
 - The Match Financial Report form and Box Office Statement must be completed, signed and delivered to Concacaf for all home matches along with an official ticket sales report generated by the home Club's sales merchant provider **NO LATER THAN 15 BUSINESS DAYS FOLLOWING EACH HOME MATCH**. All documentation must be submitted to the corresponding **Concacaf Team Service Manager**.

Expenses

- Concacaf Responsibilities
 - Air travel expenses (i.e. airfare) for the match commissioner, referee assessor and four referees and any other assigned match officials

- A travel incidentals fee per trip to cover minor incidental expenses (i.e. taxi to airport, airport taxes, tips) for the match commissioner, referee assessor, four referees and other assigned match officials (no receipts necessary)
- Daily Allowance per match official (match commissioner, referee assessor and four referees) subject to any applicable withholding taxes
- Club Responsibilities
 - Club Travel
 - Clubs are responsible for all their away match travel expenses including airfare, accommodation, meals, local transportation and visas, unless an agreement is reached with the home club for alternative arrangements
 - Club Travel Allowance
 - The travel allowance amount for Concacaf League has been determined based on the location of the clubs' matchups; whether the match is being played between Central American clubs or between clubs from across the Caribbean and Central American zones. For matches with clubs of the same zone, the Inter-Zonal matchups, the travel allowance for each traveling team is \$40,000 USD. For matches between clubs of different zones, the Cross-Zonal matchups, the travel allowance for the traveling team is \$50,000 USD. The travel allowance is intended to subsidize air and ground transportation, accommodations and meals for the clubs' away matches.
 - Stadium/Match Related Expenses
 - The home club will be solely responsible and **will not** be reimbursed by Concacaf for the following:
 - All match-related expenses
 - Match commissioner, referee assessor & referee local expenses as follows:
 - Local transportation
 - Accommodation/Hotels
 - Meals (breakfast and \$80 US per day for lunch and dinner)

Payments

Concacaf reserves the right to deduct from the travel allowance any monies owed and past due.

- Concacaf will process payment for ALL match official and referee daily allowances and fees, including the meal allowance (home club responsibility)

- Concacaf will invoice each Club for the meal allowance portion (\$80 USD per day)
- No exchange of cash will take place between match officials and the Clubs.

2022 OFFICIAL PARTNERS

Concacaf is actively marketing the 2022 Scotiabank Concacaf League for corporate partnership opportunities.

To date, the following partnerships have been finalized. Information on additional partners will be provided as it becomes available.

OFFICIAL PARTNERS

- Scotiabank (Banking and Payment Method)
- Nike (Match Ball and Sports Apparel)
- Qatar Airways (Airline)

MEDICAL

Athletic Training

- Each club will travel with a Certified Athletic Trainer (ATC) on all trips.
- The ATC will be responsible for the health and well-being of the entire delegation from time of departure to the end of the trip. The ATC must dress and conduct themselves in a positive and professional manner at all times. The athletes and delegation are given top priority and the assigned ATC must be prepared to attend to all medical concerns involving any member of the delegation at any time.

General Responsibilities of the ATC:

- Review player's medical history forms before the first training session or match.
- Be available in the training room before and after practice to take care of player's needs. Part of your responsibilities also include providing massage therapy for players as requested
- Provide immediate assessment and care to all injured athletes as well as implementing and supervising rehabilitation
- Provide medical coverage at all training sessions and matches
- Document all injuries, medical testing and treatment that is provided
- Conduct SCAT 5 testing on all players
- Communicate and work closely with the coaching staff and team assigned physician regarding the status of injured athletes. Provide in writing a daily list

of injured players to the coaching staff and give them a status report on the injured players each night

Treatment on the field by the ATC

- In the event of a serious injury, the referee will stop play immediately
- Injuries will be treated as stated in the *IFAB Laws of the Game*:
 - An injured player may not be treated on the field of play and may only re-enter after play has restarted; if the ball is in play, re-entry must be from the touchline but if the ball is out of play, it may be from any boundary line. Exceptions to the requirement to leave the field of play are only when:
 - a goalkeeper is injured
 - a goalkeeper and an outfield player have collided and need attention
 - players from the same team have collided and need attention
 - a severe injury has occurred
 - a player is injured as the result of a physical offence for which the opponent is cautioned or sent off (e.g. reckless or serious foul challenge), if the assessment/treatment is completed quickly
- In the event a player collapses on the field due to a loss of consciousness or cardiac arrest, then the team ATC\Doctor may enter the field without permission from the referee and or fourth official to provide immediate attention to the injured player

Team Doctor

- Each team must travel with their team doctor
- The team doctor must be licensed in the country of the club they represent

Ambulances

- Each match in the competition will require two ambulances:
 - One fully equipped ambulance, staffed with at least one paramedic and one driver, is required for the sole use of the players, club officials, referee team and match delegates. The ambulance must be on site no later than 90 minutes prior to kickoff and staged and ready for pre-match warmups. It must remain onsite up to one hour after the match (or until both clubs have left the stadium if sooner)
 - An additional ambulance is required to treat spectators and must be onsite prior to the opening of the stadium and remain on site one hour after the match
- Each ambulance must contain a fully equipped emergency bag, containing a portable oxygen tank and an AED at the minimum. The bag must be positioned in an area that best permits quick egress from the pitch area and/or locker rooms for emergency medical evacuation

- The location of each ambulance will be confirmed at the Match Operations Meeting
- If public ambulances are not available, private ambulances can be used
- If, at any time, an ambulance must depart for the hospital, one must always remain on site. An ambulance may not leave the stadium unless there is at least one other ambulance on site

Stretcher Crews

- Two stretcher crews of at least 2 able-body people per crew, will be located on the goal side of each bench approximately 10 meters from the team's bench and either wear their official uniform (if part of an ambulance crew or private firm) or wear the white medical bibs as provided by Concacaf
- Their location must provide a clear view of the pitch to allow for direction from the referee or fourth official
 - All members of the stretcher crew must have:
 - First aid training;
 - Experience in carrying the stretcher;
 - Be physically fit to carry an injured player or official on the stretcher
- The stretcher crew may only enter the pitch if summoned by the referee and or fourth official