



## 2023 TECHNICAL GUIDE

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## Purpose of the Technical Guide

The Scotiabank Concacaf Champions 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 Champions 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.

<b>Role</b>	<b>Frequency</b>	<b>Transport Provided by:</b>
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
CAN	Vancouver Whitecaps FC	Gonzalo MENGOTTI	+1 786 502 7050	gonzalo.mengotti@concacaf.org
CRC	Liga Deportiva Alajuelense	Van LANSINGH	+1 786 473 1506	van.lansingh@concacaf.org
HAI	Violette AC	Gaston LUBCZANSKI	+1 786 583 3828	gaston.lubczanski@concacaf.org
HON	CD Olimpia	Sergio GARCIA	+1 502 4905 6678	sergio.garcia@concacaf.org
HON	FC Motagua	Sergio GARCIA	+1 502 4905 6678	sergio.garcia@concacaf.org
HON	Real CD España	Gaston LUBCZANSKI	+1 786 583 3828	gaston.lubczanski@concacaf.org
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MEX	Tigres UANL	Gonzalo MENGOTTI	+1 786 502 7050	gonzalo.mengotti@concacaf.org
PAN	Tauro FC	Gonzalo MENGOTTI	+1 786 502 7050	gonzalo.mengotti@concacaf.org
SLV	Alianza FC	Van LANSINGH	+1 786 473 1506	van.lansingh@concacaf.org
USA	LAFC	Gaston LUBCZANSKI	+1 786 583 3828	gaston.lubczanski@concacaf.org
USA	Orlando City SC	Sergio GARCIA	+1 502 4905 6678	sergio.garcia@concacaf.org
USA	Philadelphia Union	Van LANSINGH	+1 786 473 1506	van.lansingh@concacaf.org
USA	2022 MLS Cup Champions	Gonzalo MENGOTTI	+1 786 502 7050	gonzalo.mengotti@concacaf.org

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## COMPETITION FORMAT

The Scotiabank Concacaf Champions League is played every year and features the 16 top clubs from Concacaf, including North America, Central American, and the Caribbean region.

Concacaf's premier club competition is played in a knockout format, with home-and-away fixtures in the Round of 16, Quarterfinals, Semifinals, and Finals. The club that lifts the 2023 Scotiabank Concacaf Champions League trophy will qualify to the 2023 FIFA Club World Cup.

Scotiabank Concacaf Champions League Qualifying:

The 9 North American clubs qualify based on their specific performances through their local professional leagues and cups. Central American and Caribbean clubs qualify through the Scotiabank Concacaf League, with the top 6 teams from the competition winning a direct entry into the Scotiabank Concacaf Champions League. The Caribbean representative qualifies via the Flow Concacaf Caribbean Club Championship and joins the other 15 teams on the path to claim the elite title, the Scotiabank Concacaf Champions League trophy.

## HISTORY OF CONCACAF CLUB COMPETITIONS

Concacaf's original club competition, known as the Concacaf Champions' Cup, was first organized in 1962. It was played in various formats until 2008 at which point it was renamed the Champion's League and would be structured around 24 clubs consisting of a preliminary, group and championship stage. All matches were a home and away series and the competition champion advanced to the FIFA Club World Cup.

In 2012 the Champions League's format was modified eliminating the preliminary round and putting all 24 clubs directly into the group stage by forming 8 groups of 3 teams. The winner of each group advanced to the championship round which remained unchanged.

In April of 2017, Concacaf announced the inaugural edition of the Scotiabank Concacaf League, the newest edition to the Confederation's expanded club competitions platform.

In 2019, the Scotiabank Concacaf League was expanded to 22 teams, including a Preliminary Round, and the top 6 teams from this competition would now qualify directly to the Scotiabank Concacaf Champions League.

Here are some of Concacaf's most important club-championship moments and occurrences:

**2022:** History was made as Seattle Sounders FC became the first MLS club in history to win the Concacaf Champions League in front of a record 68,741 fans. The Sounders defeated Pumas UNAM 3-0 after a 2-2 tie in the first leg.

**2021:** A team from Monterrey, Mexico, lifted the glorious trophy for a 3<sup>rd</sup> straight year as CF Monterrey defeated Club America 1-0 in a single-leg final played at the Estadio BBVA Bancomer.

**2020:** Tigres UANL was able to lift their first ever Concacaf Champions league trophy after defeating LAFC 2-1 in a centralized competition in Orlando.

**2019:** CF Monterrey defeated their direct rivals, Tigres UANL, with an aggregate score of 2-1 (1-0 away and 1-1 at home) to claim their record 4<sup>th</sup> title in 10 years in the competition.

**2018:** CD Guadalajara won a penalty shootout to beat Canadian side Toronto FC to earning the Scotiabank Concacaf Champions League trophy which is their first Concacaf Club trophy since they won the first ever Concacaf Champions Cup in 1962.

**2016/17:** Pachuca won their second Champions League title with a 2-1 aggregate win over Tigres. Pachuca, winner of the first edition of the Champions League, has now won twice in their three Champions League appearances.

**2015/16:** Club America gained its second straight SCCL title, earning a 2-1 win over Tigres in the second leg of the final and capturing the series 4-1 on aggregate. The *Aguilas* moved ahead of Cruz Azul for the most Concacaf club titles with seven and equaled Monterrey for the longest unbeaten streak in tournament history at 13 games.

**2013/14:** Cruz Azul became the Concacaf club champion for a record-setting sixth time, seizing the title on the away-goals rule after a 1-1 draw with Toluca in the second leg of the final. Mariano Pavone, the tournament's Golden Ball winner, scored what proved to be the championship-clinching goal in the 41st minute. The two sides played to a scoreless stalemate in the opener.

**2012/13:** Monterrey became the second team to secure three straight Concacaf titles, when it rallied from a two-goal deficit in the second leg of the final to post a 4-2 win over Santos (Mexico), taking the series by the same score. Aldo de Nigris (60', 87') scored two goals, while Neri Cardozo (84') and Humberto Suazo (90'+2) added one each for the champion Rayados.

**2008/09:** Atlante hoisted the first Champions League trophy thanks to a 2-0 aggregate win over Cruz Azul in the final. Fernando Navarro (17') and Christian Bermudez (24') scored the goals in the first leg.

**2008:** The Concacaf Champions Cup era closed with Pachuca (Mexico) downing Saprissa in the final, 3-2 on aggregate. Remarkably, the same sides are



slated to meet in the 2016/17 Scotiabank Concacaf Champions League quarterfinals.

**2005:** Saprissa became the last non-Mexican to earn the Concacaf club title with a 3-2 aggregate triumph over Pumas (Mexico). Christian Bolaños, who is playing for the Vancouver Whitecaps (Canada) in the 2016/17 Scotiabank Concacaf Champions League, scored for the Monstruo Morado in the 2-1 first-leg win.

**2001:** The Concacaf Giants Cup was played for the first and only time. The concept behind the competition was for the teams with the highest attendances in the region to meet in an official competition. It consisted of 12 teams from eight-member associations. Club America defeated D.C. United, 2-0, in the final

**1998:** Eddie Pope scored the only goal as D.C. United defeated Toluca (Mexico) in the final, 1-0, becoming the first team from the United States to win the Concacaf Champions Cup. United then went on to capture the last-ever Copa InterAmerican, beating Brazil's Vasco da Gama, 2-1 on aggregate.

**1993:** Costa Rica rose to prominence as Saprissa started a run of three straight titles by clubs from the Central American nation. The Monstruo Morado nipped Leon (Mexico) and Municipal (Guatemala) on goal difference after the trio completed a four-team, final-round group on four points each. Cartagines lifted the 1994 trophy, outlasting Atlante (Mexico), 3-2, in a thrilling final that was pushed back to February 1995. Then, Saprissa regained the cup in 1995, topping the four-team, final-round table with seven points.

**1991:** The first-ever Concacaf Cup Winners Cup, a competition pitting the national cup winners of member associations, was contested between seven teams from seven countries. Atletico Marte (El Salvador) was crowned the champion after topping the final-round table with six points, one more than Comunicaciones. The competition crowned three more champions, before it was terminated in 1998.

**1985:** Defence Force (Trinidad & Tobago) became the last team from the Caribbean to take home Concacaf club honors after topping Olimpia (Honduras) in the final, 2-1 on aggregate, thanks to a 2-1 win in the first leg at

home. Four teams from three countries have accounted for the Caribbean's six Concacaf championships -- Defence Force (Trinidad & Tobago: 1978, 1985), Transvaal (Suriname: 1973, 1981), Violette (Haiti: 1984) and Racing Club Haitien (Haiti: 1963).

**1977:** Club America (Mexico) earned the first of its record seven Concacaf club titles by edging Robinhood (Suriname), 2-1 on aggregate.

**1971:** Cruz Azul became the first team to win three consecutive Concacaf club titles, when it finished first in a six-team, final round group. La Maquina edged Alajuelense (Costa Rica) on goal difference, +13 to +4, after both sides finished atop the table on eight points.

**1969:** Cruz Azul (Mexico) captured the first of six crowns, when it overcame Comunicaciones, 1-0 on aggregate. Juan Manuel Alejandro scored the series' only goal in the second leg.

**1963:** Racing Club Haitien (Haiti) became the first Caribbean club to win the Concacaf Champions Cup, when it was awarded the trophy after fellow finalist Guadalajara couldn't play the two legs during the specified time frame.

**1962:** The first-ever Concacaf Champions Cup was contested between eight teams from seven countries, with Guadalajara (Mexico) earning the title with a 6-0 aggregate triumph over Comunicaciones (Guatemala). Salvador Reyes (25', 57', 88') struck for three goals as Chivas won the second leg, 5-0.

## **ALL-TIME CONCACAF CLUB CHAMPIONS**

### **Concacaf Champions League**

2022: Seattle Sounders (USA)

2021: Monterrey (México)

2020: Tigres UANL (México)

2019: Monterrey (México)

2018: CD Guadalajara (México)

2016/17: Pachuca (México)

2015/16: Club América (México)

2014/15: Club América (México)

2013/14: Cruz Azul (México)

2012/13: Monterrey (México)  
2011/12: Monterrey (México)  
2010/11: Monterrey (México)  
2009/10: Pachuca (México)  
2008/09: Atlante (México)

### **Concacaf Champions' Cup**

2008: Pachuca (México)  
2007: Pachuca (México)  
2006: Club América (México)  
2005: Deportivo Saprissa (Costa Rica)  
2004: LD Alajuelense (Costa Rica)  
2003: Toluca (México)  
2002: Pachuca (México)  
2000: LA Galaxy (USA)  
1999: Necaxa (México)  
1998: D.C. United (USA)  
1997: Cruz Azul (México)  
1996: Cruz Azul (México)  
1995: Deportivo Saprissa (Costa Rica)  
1994: Cartaginés (Costa Rica)  
1993: Deportivo Saprissa (Costa Rica)  
1992: Club América (México)  
1991: Puebla (México)  
1990: Club América (México)  
1989: Pumas UNAM (México)  
1988: CD Olimpia (Honduras)  
1987: Club América (México)  
1986: LD Alajuelense (Costa Rica)  
1985: Defence Force (Trinidad & Tobago)  
1984: Violette (Haiti)  
1983: Atlante (México)  
1982: Pumas UNAM (México)  
1981: Transvaal (Suriname)  
1980: Pumas UNAM (México)  
1979: CD FAS (El Salvador)  
1978: Universidad de Guadalajara (México), Comunicaciones (Guatemala),  
Defence Force (Trinidad & Tobago)

1977: Club América (México)  
 1976: Águila (El Salvador)  
 1975: Atlético Español (México)  
 1974: CSD Municipal (Guatemala)  
 1973: Transvaal (Suriname)  
 1972: CD Olimpia (Honduras)  
 1971: Cruz Azul (México)  
 1970: Cruz Azul (México)  
 1969: Cruz Azul (México)  
 1968: Toluca (México)  
 1967: Alianza (El Salvador)  
 1963: Racing Club Haitien (Haiti)  
 1962: Guadalajara (México)

## TOURNAMENT WINDOWS

### November 2022

7 Draw

### January 2023

18 Summit

### March 2023

7-9 Round of 16 – 1<sup>st</sup> Leg

14-16 Round of 16 – 2<sup>nd</sup> Leg

### April 2023

4-6 Quarterfinals – 1<sup>st</sup> Leg

11-13 Quarterfinals – 2<sup>nd</sup> Leg

25-27 Semifinals – 1<sup>st</sup> Leg

### May 2023

2-4 Semifinals – 2<sup>nd</sup> Leg

31 Final – 1<sup>st</sup> Leg

### June 2023

4 Final – 2<sup>nd</sup> Leg

## 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 16 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 Champions 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 again increased the lighting requirements, however the competitions were divided into three tiers, and the SCCL was established a Tier 1 competition.

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

Calculation Metrix	Average (lux)	Maximum/Minimum Ratio	Average/Minimum Ratio	Uniformity Gradient
Main TV (Ev)	1000	2:1	1.4:1	1.4:1
End TV (Ev)	800	2:1	1:5:1	1.4:1

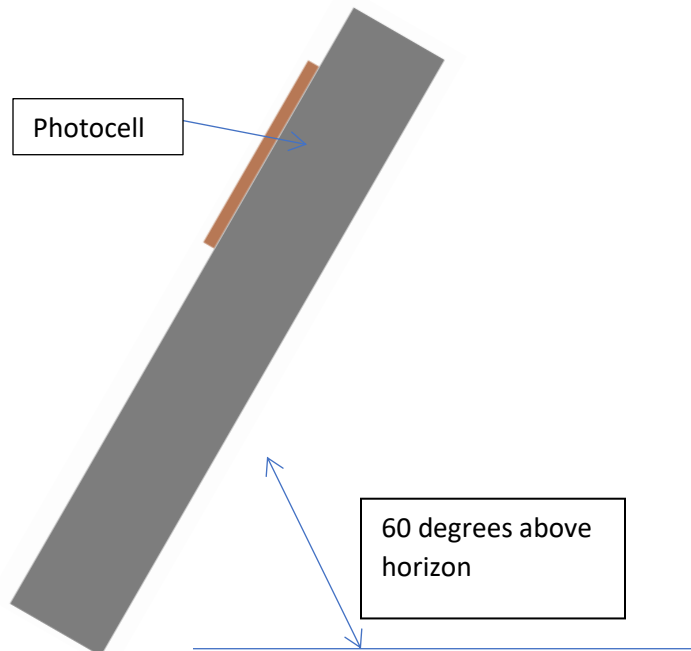
### General Notes

- 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  $\geq 65$  CRI
- Light source kelvin temperature  $\geq 4200$ k

Diagram A – Horizontal Measurement



Diagram B – Vertical Measurement

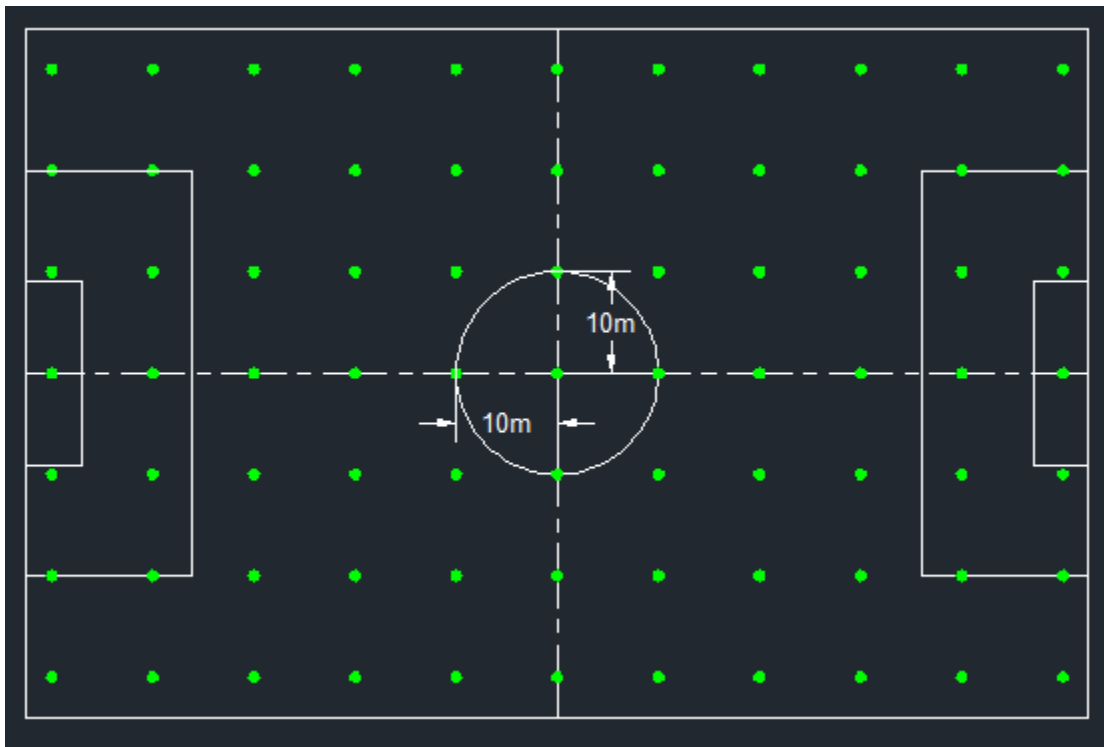




## Testing Parameters

- 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.

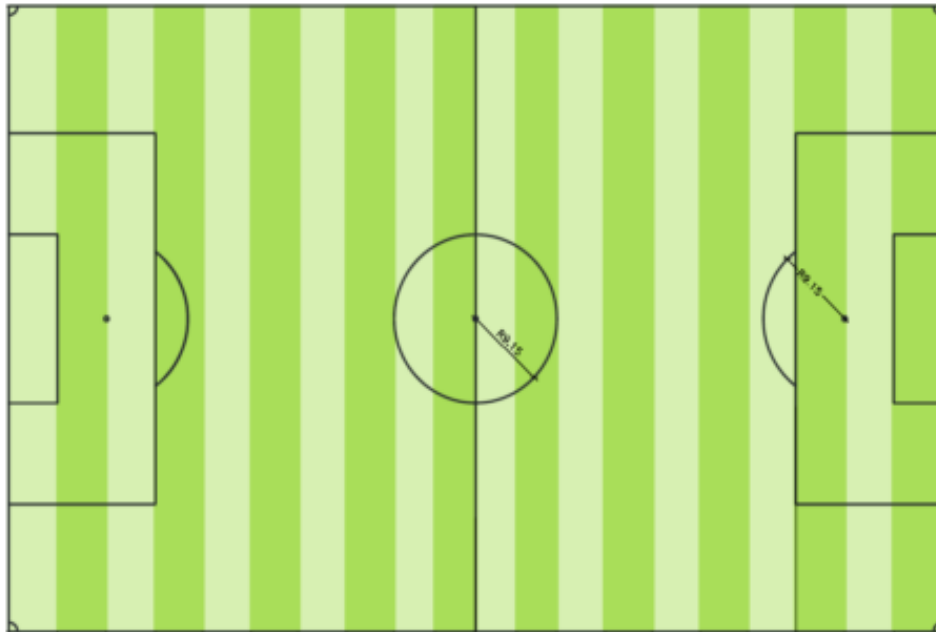
[Diagram C](#)



## 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 "IFAB *Laws of Game* 2022/23".

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

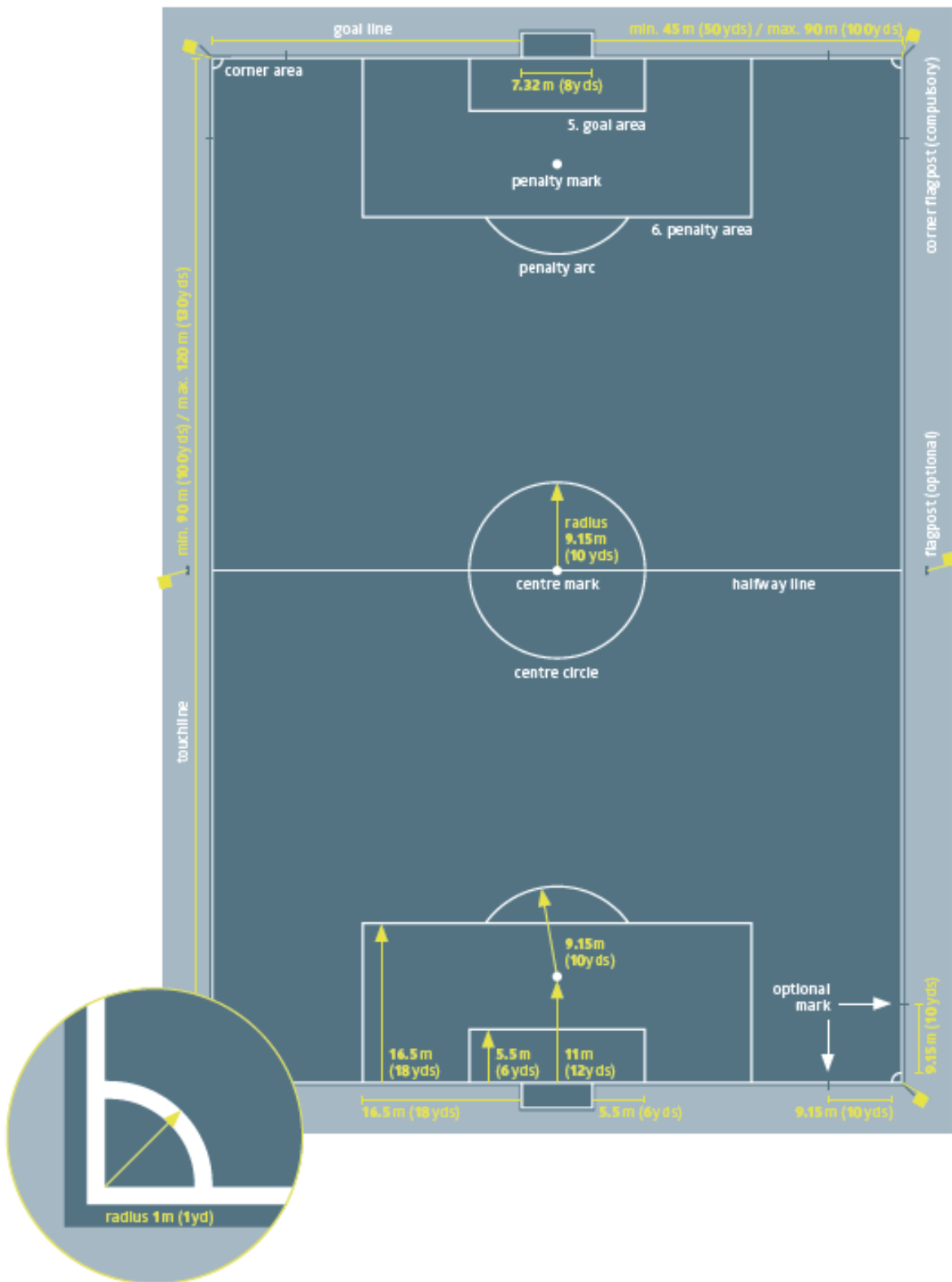
**Commercial Advertising**

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 16 participating club home venues, unless otherwise determined by Concacaf.

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 STADIA

The stadium must be clean, ready for use and made available to Concacaf starting on MD-1.

### 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 Scotiabank Concacaf Champions 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 4<sup>th</sup> Official's bench must have a table and enough seating for four (4) individuals. The 4<sup>th</sup> 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 4<sup>th</sup> 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.
- 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 m<sup>2</sup>, 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 m<sup>2</sup>) 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 m<sup>2</sup>/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-match 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 Champions 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 Champions League credentials can be used in conjunction with your Club's 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 Champions League unless approved by Concacaf.

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

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-

<u>Hours to Kick-off</u>	<u>20:06 PM Start</u>	
-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 <sup>th</sup> 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 <sup>st</sup> Half begins
+ 0:45	20:51*	Half time
+ 0:57	21:03*	Teams leave dressing rooms
+ 0:60	21:06*	2 <sup>nd</sup> 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 consider 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 because 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-minute 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 must 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

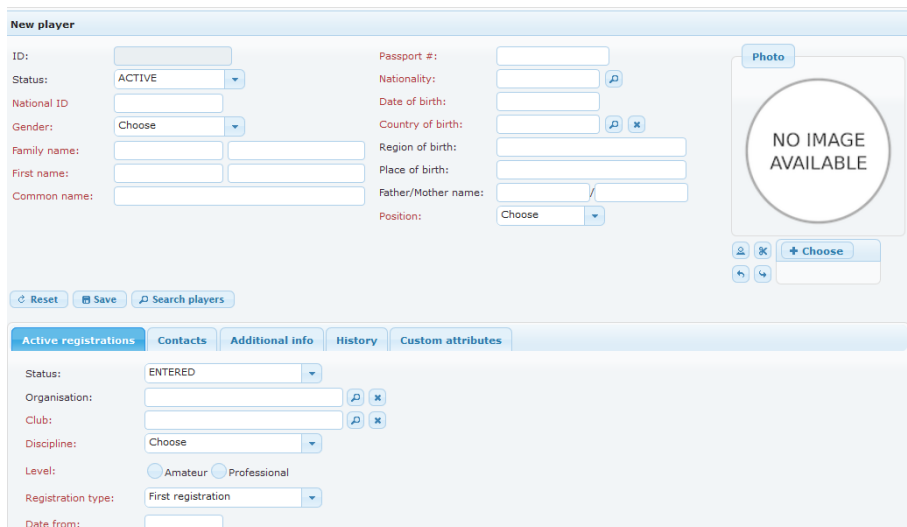
The referee is supported by two assistants, who stand on the touch line, close to where some ball kids will be located. It is very important for the ball kids to follow the instructions of the assistant referees. For example, sometimes the assistant referees will give instructions to the Ball Crew. In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

# 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 23 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 ceases.

**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 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](mailto: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 can 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 Champions 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 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](mailto: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 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 parker 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 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, always 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 if 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 2023 Scotiabank Concacaf Champions 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 regulations violations
- Minimum standard violations

\*Please note that stronger penalties may 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 and upon its entry into force, the Concacaf Disciplinary Code.
- Section 22.4 - Any party intending to appeal must inform the Concacaf's Appeal Committee, via [general.secretariat@concacaf.org](mailto:general.secretariat@concacaf.org) with a copy to [disciplinary@concacaf.org](mailto:disciplinary@concacaf.org), 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 22.5 - Once the three days period has elapsed, the appellant will have five days to present the formal appeal letter with the appellant's requests, a statement of the facts, evidence, a list of the proposed witnesses, and the appellant's conclusions.
- 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 the 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](mailto:general.secretariat@concacaf.org) with a copy to [disciplinary@concacaf.org](mailto:disciplinary@concacaf.org).
- Section 22.7 - If the aforementioned requirements have not been complied with, the appeal will not be admitted.

### **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 the 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](mailto:general.secretariat@concacaf.org) with a copy to [disciplinary@concacaf.org](mailto:disciplinary@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](mailto:general.secretariat@concacaf.org) with a copy to [disciplinary@concacaf.org](mailto:disciplinary@concacaf.org). The protest must be sent within 24 hours of the end of the match, otherwise it will be disregarded.

- Section 23.7 - Only protests regarding requests to review and rectify a clear and obvious case of error related to a disciplinary decision on the field of play by match officials for a direct red card shall be submitted in writing to the Match Commissioner or the Concacaf representative at headquarters no later than two (2) hours after the end of the match in question. The protest must be followed up within the next 48 hours with a full written report, including a copy of the original protest and any and all evidence (e.g. video, photography, written statements, others) supporting the protest, which must be sent in writing and by email to the Concacaf General Secretariat, to [general.secretariat@concacaf.org](mailto:general.secretariat@concacaf.org) with a copy to [disciplinary@concacaf.org](mailto:disciplinary@concacaf.org), otherwise, they will be disregarded. Such protests must be accompanied by proof of electronic transfer in the amount of USD 10,000 payable to Concacaf. This amount will be refunded if the protest is accepted in its entirety.

Once all requirements are met, three neutral members from the Concacaf Independent Review Panel will be selected to review and provide their votes and determine the outcome of the protest. The three possible scenarios are as follows:

1. Unanimously voted for Protest to be upheld (successful)
  - a) The red card will be rescinded; and,
  - b) The wired \$10,000 USD fee will be returned to the team.
2. Protest is denied (unsuccessful)
  - a) The punishment will stand; and,
  - b) The \$10,000 USD fee is forfeited.
3. Unanimously voted for protest is denied and deemed frivolous
  - a) The player will receive an additional one (1) game suspension.
  - b) The team will lose the right to protest any further decisions for the remainder of the competition; and,
  - c) The \$10,000 USD fee is forfeited.

The decisions rendered by the Concacaf Independent Review Panel are final and not subject to appeal.

### **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 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 Champions League. In case unserved suspensions can't be served in the Scotiabank Concacaf Champions League, those can be served in the Scotiabank Concacaf League, or other Concacaf recognized club competition in which a player or club official is eligible to participate
- Section 24.7 - In accordance with article 12 par. 5 of the FIFA Disciplinary Code, the improper behavior of a team 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 2023 Scotiabank Concacaf Champions 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 4<sup>th</sup> 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 Champions 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.

**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 Champions 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 2023 Scotiabank Concacaf Champions 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
- USA, including Puerto Rico (English Language) – TBD
- Mexico - FOX Sports
- Central America, Caribbean, and South America – ESPN

### Radio

- USA, including Puerto Rico (Spanish Language) – TUDN
- USA, Puerto Rico (English Language) – TBD
- Mexico - FOX Sports
- Central America, Caribbean, and South America – ESPN
- Costa Rica – Radio Monumental
- Guatemala – Radio Sonora

### Internet

- USA, including Puerto Rico (Spanish Language) – TUDN
- USA, including Puerto Rico (English Language) - TBD
- Mexico - FOX Sports
- Central America, Caribbean, and South America – ESPN
- Caribbean (Spanish Language) – Fox Sports
- 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 Champions 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 2023 Scotiabank Concacaf Champions League. Contact information for Concacaf's broadcast operations management and each Host Broadcaster will be provided to each respective Club soon.
  - Canada – TBD
  - USA – TUDN
  - Mexico – Fox Sports
  - Central America, Caribbean, and South America – ESPN

### 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 (average of 1000 lux minimum)
    - Lights MUST have the capability to be switch on for at least 4 hours uninterrupted at any time of the day.
    - "Working lights" must be available for at least 1 hours after the final whistle.
  - Stadium access day before and the day of each match for production set up
  - Broadcast compound must be in a safe place, with security nearby and in case that the TV truck or any TV equipment stays overnight, a security officer must be in place at the Compound.
  - Parking area for at least two big trucks and the necessary power generators (at least 2) for production, per truck and satellite trucks with unobstructed view.
  - Unobstructed camera positions
    - In some cases, camera positions are not the same as the ones used in the local league games, the club must accommodate to Concacaf positions.

- If seat kills and/or scaffolding need to be installed, the club must assume the cost of those expenses.
- Unobstructed commentary positions
  - Concacaf will be the one in charge of the distribution of the booths and positions.
- Credentials for TV production personnel (minimum of 50)
- **Internet Wi-Fi connection of at least 10 MB speed.**
- **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.**
- **Video Assistant Referee (VAR) Internet Requirements:**
  - **Internet Wi-Fi connection of at least 10 MB speed.**
  - **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.**
  - **The VAR internet requirements are separate from the mentioned broadcast truck internet requirements.**
- 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

## 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
- All RH personnel must wear face mask at all times inside the stadium, if seen without the face mask on, the person will be asked to leave the stadium. Even when they are on camera, recording or doing a live hit.
- 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 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 activity

- **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 reaction 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

- **Clubs**

- If a Club would like to record the game to publish footage in their own social media or special project, they must comply with the following:
  - Provide a publishing plan of the footage: how, where and when the footage will be published.
  - Ask Concacaf Broadcast permission to publish the footage.
  - Ask the local rights holders' permission to publish the footage.
  - Geo-block the footage in ALL the platforms to the country where it will be published. If geo-blocking is not possible, then it can't be published.
  - This process must be done at least 2 weeks before the beginning of the tournament, or game.
  - Only record game footage, no team arrivals or locker room filming will be allowed. To record in the locker rooms, clubs must get the permission of Concacaf Competitions Department as well.
  - Record only from the position that Concacaf determine, most likely behind the goals.
  - For movies or documentaries, a special license process must be followed. Please let us know if this is planned so we can start talking about it.
  - ALL footage must be shared with Concacaf Broadcast within 48 hours after the end of the game and Concacaf will own the footage for perpetuity.

- **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 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**
    - All Rights holders also have the right to attend the post-match press conference. Accommodation inside the press conference space will be determined by the Concacaf Media Officer. They are the only media personnel that can broadcast the press conference live.
  - **General**

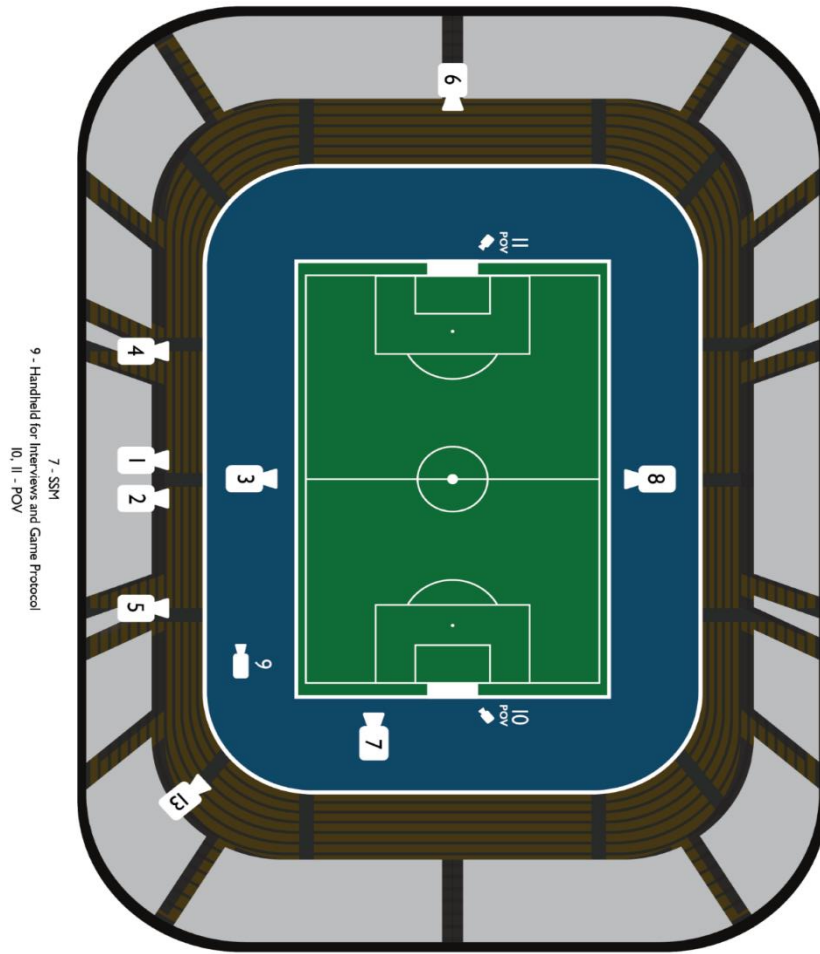
All the policies and procedures are subject to change given the uncertainty of the situation given by the ever-changing COVID-19.

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 ([alvaro.urrutia@concacaf.org](mailto:alvaro.urrutia@concacaf.org)), Football Communications Senior Manager, prior to the match. All requests will be dealt with in as timely a fashion as possible.





## 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 Champions 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 2023 Scotiabank Concacaf Champions 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 the match** to Concacaf for each home match in which fans are allowed entry.
- 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 Services Manager**.

### Expenses

- Concacaf Responsibilities
  - Air travel expenses (i.e., airfare) for the match commissioner, referee assessor and referees (including VAR and AVAR) 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

- Concacaf will provide a club travel allowance of **\$70,000 USD** for each club's away match (if in a different city) to help defray their costs. Each club is required to provide to Concacaf the wiring instructions for their club bank account using the provided wire transfer form 60 days prior to the start of the tournament. No payments will be made to personal or private accounts; bank account beneficiary names must be in the name of the club team or an entity that demonstrates direct ownership of the club.
- 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
        - Single rooms for Match Commissioner and Referee Assessor
        - Double rooms for the referees. Single rooms will be required in the case that the referees are mixed in genders.
      - Meals (breakfast, which is to be included at the hotel, **and** \$80 US per day for lunch and dinner)

## **Payments**

- The club team travel allowance will be paid in full each round and will be made by wire transfer to the verified club bank account one month before each away match (when possible).
  - 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 then invoice each Club for the meal allowance portion (\$80 USD per day per person)
- No exchange of cash will take place between match officials and the Clubs

## 2023 OFFICIAL PARTNERS

Concacaf is actively commercializing the 2023 Scotiabank Concacaf Champions 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 (Financial Institution/Retail Bank)
- Nike (Official Match Ball and Apparel)
- Qatar Airways (Official 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 always dress and conduct themselves in a positive and professional manner. 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.