



# INTERNATIONAL GAMES "A" PROCESS APPLICATION

## OVERVIEW FOR APPLICANTS

The full version of U.S. Soccer Federation's ("U.S. Soccer" or the "Federation") International Game Procedures is available on its [website](#). The following is a summary of the key provisions. All applications should be submitted via email to [internationalgames@ussoccer.org](mailto:internationalgames@ussoccer.org):

### APPLICATION PROCESS

The following must be received by U.S. Soccer Federation via email (30) days prior to the first scheduled match, or, forty-five (45) days prior to the first match of a tournament.

The application is considered received on the date that the application fee is paid.

- (1) Completed International Games Application Form.
- (2) Non-Refundable Application Fee: \$100 for each game played by a foreign team in the U.S. (for example, a match featuring 1 foreign team would be a \$100 application fee. A match featuring 2 foreign teams would be a \$200 application fee.
- (3) Late Application Fee: \$750 (in addition to the standard application fee) if application is submitted after the deadline dates above.

### APPROVAL PROCESS

Upon receipt of an application, within seven (7) days the Federation will review the information provided and issue an International Match Agreement. This is the conditional approval of a match, and shall not be deemed officially approved until all the required documentation and payments are received. Once conditional approval is granted, the promoter may publicly announce the event and begin ticket sales.

If the Federation does not disapprove the completed application within seven (7) days of submission date, it will be deemed conditionally approved. The seven (7) day period does not commence until the application is submitted and associated payment is processed.

If an Organizer conducts any advertising or makes any public announcement before conditional permission has been granted by the Federation, the Federation may discipline the Organizer by fining them a minimum of \$1,000 for each incident or by levying any other penalty the Federation deems appropriate.

### Required Documentation for Approval:

Please consult International Games Agreement for submission deadlines and acceptable payment methods for the following.

- (1) Payment of Performance Bond
- (2) Payment of Fees
  - (a) Referee Advance Fee
  - (b) Match Broadcast Fee
  - (c) Late Fees or Announcement Penalty (if applied)

### Required Documentation for Approval:

Please consult International Games Agreement for submission deadlines for the following.

- (1) Signed International Games Agreement (IG Agreement)
- (2) Insurance Certificate naming U.S. Soccer as additional insured per IG Agreement
- (3) Written confirmation from venue/stadium
- (4) Written confirmation from the teams participating
- (5) Written approvals from the applicable FIFA Member Associations & FIFA Confederations
- (6) Concacaf Covid-19 Waiver
- (7) FIFA Match Preparation Sheet (A International Matches Only)
- (8) Tournament Regulations & Schedule of Matches (Tournaments Only)



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### PERFORMANCE BOND

The performance bond must be received in the Federation's office no later than forty-five (45) days prior to the first scheduled match, or, sixty (60) days prior to the first match of a tournament, as outlined on the International Games Agreement. The Federation has the authority to revise the performance bond due date at its discretion. The following information outlines the required bond amount:

For each match for which a bond is required, the bond due will be the greater of the following:

- (1) **Level 1 - \$25,000** per match: Any match involving a foreign Men's National Team.
- (2) **Level 2 - \$20,000** per match: All-Star Matches in which any registered player is from a foreign professional club that plays in the First Division of their domestic league; Any match involving a foreign professional club that has participated in either of the last two editions of the UEFA Champions League tournament (the current tournament, if in session at the time of submitting the International Games application, would count as one of the two relevant editions).
- (3) **Level 3 - \$7,500** per match: Any match involving a foreign professional club that currently plays in the First Division of their domestic league and did not participate in either of the last two editions of the UEFA Champions League tournament (the current tournament, if in session at the time of submitting the International Games application, would count as one of the two relevant editions); All-Star Matches in which any player is a retired professional player.
- (4) **Level 4 - \$3,750** per match plus estimated referee fees and expenses: Any match involving a foreign professional club that currently does not play in the First Division of their domestic league; Any match involving a foreign Women's National Team or professional team; All-Star Matches in which all players play on domestic amateur teams.
- (5) Any greater amount that the Federation deems appropriate to ensure the financial integrity of an International Event; such estimate to be at the sole discretion of the Federation.

The Performance Bond will be applied to the final Match Fee unless organizers request other arrangements. Any balance will be returned within 30 days of the final settlement.

### ADVANCE FEES

These fees must be paid by the Due Date noted in the IG Agreement.

- (1) **Match Broadcast Fee:** The organizer must pay a fee for permission to broadcast an event covered by the IG Agreement.
  - (a) Broadcast via TV, Cable, internet streaming, etc. - **\$2,000 per match**
  - (b) Broadcast via a participating team's channel (team website, app, social media) - **\$500 per match**
  - (c) Failure to confirm the broadcast of a match and pay above fees before the match will result in a fine in the amount of 50% of the broadcast fee due (\$1,000 if 'a' or \$250 if 'b;)
- (2) **Referee Fee Advance:** An estimate of game fees and expenses for the match officials is due by the date noted in the International Games Agreement.

### MATCH FEES

The following shall be paid to the Federation by the Closeout Date, within twenty-eight (28) days of the conclusion of each Event.

- (a) **Domestic Team vs. Foreign Team:** 2.5% of the gross gate receipts, but not less than \$500
- (b) **Foreign Team vs. Foreign Team:** 5% of the gross gate receipts, but not less than \$500
- (c) **Matches Involving a National Team:** 9% of the gross gate receipts, but not less than \$500
- (d) **International Tournament with at least 50% domestic teams:** 2.5% of the gross gate receipts, but not less than \$500



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- (e) **International Tournament with more than 50% foreign teams:** 5% of the gross gate receipts, but not less than \$500
- (f) Note: In the case of a double-header match that includes one International Match and one regularly scheduled professional league match for which only one ticket is issued, the fee shall be calculated based upon fifty percent (50%) of the gross gate receipts.

### SETTLEMENT & REPORTING PROCESS

Following the conclusion of the match, the following must be received in the Federation's office by the timeline designated in the IG Agreement. The Federation has the authority to revise the process and required documentation at its discretion. The following information outlines the required documents and deadlines:

- (1) **International Games Financial Report:** A properly completed International Games Financial Report signed by the Organizer(s)
- (2) **Ticket Audit:** A ticket audit or other similar ticketing report generated from the ticket selling platform that shows the total gross gate receipts. Gross Gate Receipts include all revenue derived from the sale of tickets or admissions including but not limited to the price of the tickets and any taxes or fees collected in conjunction with the sale of the tickets. Deductions for commissions, taxes, sales fees per ticket, operating expenses, etc. are not permitted.
- (3) **Fees:**
  - (a) **Match Fees,** as noted above. The Performance Bond will be applied toward the match fee unless other arrangements are requested. Any overage will be returned to the organizers 30 days after settlement.
  - (b) **Referee Fees:** If referee expenses exceed the Referee Fee Advance, the Organizers will be informed of the balance due. Payment of this balance is due by the closeout date. Any overage will be returned to the organizers 30 days after settlement.
  - (c) Late Fees, if applied.
  - (d) Performance Bond and Fees are to be paid by wire transfer.
- (4) **Match & Referee Report Forms:** to be submitted within 48 hours of match completion.
  - (a) List of Players for both teams
  - (b) Referee Report
- (5) **Match Recording:** DVD or file sent to Concacaf.

### MATCH OPERATIONS & SAFETY

Organizers are responsible for all facets of staging the International Games for which they apply. These matches must be operated in accordance with the following.

- (1) U.S. Soccer Standards for Staging and Promoting an International Match for Which Admission is Charged ([Download](#))
- (2) International Games Standards for Match Officials ([Download](#))

Organizers are responsible for the Safety & Security of all participants and spectators attending an international game.

- (1) Organizers must review with the venue and local public safety officials the provisions outlined in FIFA's Stadium Safety & Security Regulations. ([view](#))
- (2) Organizers must collaborate with the host venue, participating teams and local public safety officials to develop a Safety & Security Plan appropriate for the Event. An electronic copy of this plan must be made available to U.S. Soccer within 24 hours of request.



# INTERNATIONAL GAMES "A" PROCESS APPLICATION

The following application must be submitted to U.S. Soccer no later than 45 days prior to a match, or 60 prior to a tournament or a match featuring an "All-Star" or scratch team. Applicants are responsible for reviewing and understanding U.S. Soccer's International Games Procedures prior to submitting this application. Late applications must include a \$750 late fee. **All fields are required.**

## PROMOTER

Company: \_\_\_\_\_ Primary Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

## FIFA MATCH AGENT *(Required if promoter listed above is not a U.S. Soccer Member or affiliated club)*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

## EVENT DETAILS

*If applying to host a tournament, please submit a list of participating teams and a schedule of matches as an attachment.*

Team A (Country): \_\_\_\_\_ Team B (Country): \_\_\_\_\_

Match Date: \_\_\_\_\_ Kickoff Time: \_\_\_\_\_ Public Announce Date: \_\_\_\_\_

Stadium: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Will an admission fee be charged?    Yes    No                      Is at least one participating team professional?    Yes    No

Which best describes how the match will be broadcast?

- \_\_\_\_\_ Video broadcast via TV, Cable, internet streaming, etc., in the United States and/or abroad
- \_\_\_\_\_ Video broadcast via team's media (team website, team app, team social media)
- \_\_\_\_\_ Match will not be broadcast
- \_\_\_\_\_ To Be Determined *(Note: If broadcast is confirmed at a later date, organizer must inform U.S. Soccer and pay applicable fee)*

## APPLICATION FEE

A Non-Refundable application fee is required. A credit card authorization form is included on the next page.

Total Application Fee: \_\_\_\_\_ = \$100 x \_\_\_\_\_ (Number of Games played Per Foreign Team) | Late applicants add \$750.

I have read the International Games Procedures and, on behalf of the Organizers listed above, hereby agree to abide by the U.S. Soccer Federation's International Game Process. I agree to be to be subject to all administrative, operational and safety requirements and to be responsible for paying all fees and costs associated with the promotion of International Events.

Organizer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Application must be signed by a representative of a U.S. Soccer Member Organization or affiliated club, or a FIFA Match Agent.*

Submit completed and signed application with Credit Card authorization form to [internationalgames@ussoccer.org](mailto:internationalgames@ussoccer.org)



# INTERNATIONAL GAMES CREDIT CARD AUTHORIZATION

One credit card authorization can accompany multiple applications. (For example, if an Organizer is applying to promote 3 matches, the promoter should complete 3 applications and 1 credit card authorization).

PROMOTER: \_\_\_\_\_

TOTAL APPLICATION FEE: \_\_\_\_\_

MATCHES/TOURNAMENT (If Multiple, Please List All): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CARDHOLDER EMAIL (for receipt): \_\_\_\_\_

## CARD INFORMATION

CARDHOLDER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CARD TYPE: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ CVV CODE: \_\_\_\_\_

## BILLING ADDRESS

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

I hereby authorize the "TOTAL APPLICATION FEE" charges to be applied to the card listed above.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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Submit completed and signed Credit Card authorization form with application to [internationalgames@ussoccer.org](mailto:internationalgames@ussoccer.org)