



MALTA FA

MATCH DAY MANUAL

2019-20

 **BOV
Premier
League**





PREFACE

- i. Use of the Manual

CHAPTERS

- 1. The BOV Premier League
- 2. Match Day Operations
- 3. Overview of Facilities
- 4. Organisational Matters
- 5. Media Facilities
- 6. Contact Information

APPENDICES

- i. Contact Information
- ii. Participating Teams
- iii. List of Team Managers & Kit Managers
- iv. Club Season Cards
- v. Stadia, Stand Allocations & Seating Protocol
- vi. Online Resources
- vii. COMET: Guidelines for Match Day
- viii. Club Guests on Match Day
- ix. Players' Medical Exam
- x. Clubs' Colours

i. Use of the Match Day Manual

This Manual sets out operations responsibilities and information for the Clubs participating in the BOV Premier League 2019-2020.

This Manual shall only be used for internal club purposes and for match day operation purposes. It is directly linked to the Malta Football Association's Competition Rules (also referred to as the Competition Regulations). These regulations always prevail in the event of a conflict with the contents of this Manual.

No part of this Manual may be reproduced or transmitted by any process or means without the prior written consent of the Malta Football Association. Should any club or official have any questions about the use of this Manual, please contact the Malta FA using the contact details provided at the section Contact Information.

These instruction tools also contain all reproduction materials for the correct use of the MFA Logo, the BOV Premier League Logo, the MFA Partners' Logos and the production details of all print materials for the BOV Premier League.

ii. Frequently Used Terms and Abbreviations

There are a number of terms that are used frequently throughout this Manual and, for the sake of brevity, the following definitions shall be used: -

Terminology	Meaning
MFA	Malta Football Association
BOV	Bank of Valletta
COMET	Competition Management Expert System
VD	Venue Director
MO	Media Officer
MD	Match Day
MD -1, MD -2	The days leading up to match day
MDM	Match Day Manual
VT	Venue Team
AV	Audio Visual
MFA Sponsor / Supplier	A Sponsor / Supplier licensed by the MFA to have sponsorship and supply rights in relation to the BOV Premier League
MFA Broadcaster	An entity licensed by the MFA to broadcast BOV Premier League matches via television, internet and mobile
MFA Live Broadcaster	An entity licensed by the MFA to broadcast live BOV Premier League matches via television

1. COMPETITION AND CONCEPT



1.1 The Competition

The BOV Premier League is composed of fourteen (14) teams and is played on a double (2) round-robin system. The Competition comprises a total of one hundred and eighty three (183) matches.

The team placed first in the final classification table is crowned as the BOV Premier League Champion. On the other hand, the thirteenth (13th) and fourteenth (14th) placed teams, i.e. the two bottom-placed teams in the final classification table will be relegated to the BOV First Division League. The twelfth (12th) placed team will play a play-off match against the third (3rd) placed team in the BOV First Division League.

The BOV Premier League season is played over twenty six (26) match weeks. BOV Premier League matches are played between Friday and Monday. However, dates might change at the discretion of the Malta Football Association and may include fixtures played during the week.

The Key dates are the following: -

Match 1	Friday, 23 August 2019	Start of the BOV Premier League
Match 182	Saturday, 25 April 2020	Planned end of the BOV Premier League
Match 183	Sunday, 3 May 2020	Play-out

1.2 The Commercial Concept

The exclusivity of the rights forms the basis of the Commercial Concept of the BOV Premier League. This means that the MFA Partners are the only commercial entities who may associate themselves with the Competition and who may run promotions in and around the Competition.

1.2.1 Media Rights

The core media rights are marketed on an exclusive basis by the Malta FA. Certain rights, such as the delayed audio-visual rights, are also marketed by the Malta FA.

1.2.2 BOV Premier League Partners Exclusivity

All Press Conferences, Flash Interviews, and Mixed Zone areas should have no other visible branding besides the BOV Premier League Logo and the MFA Partners' Branding. The Malta Football Association will use the products and/or services provided by the MFA Sponsor/Supplier before, during and after the matches, such as the Official Ball.

Correct implementation of the brand identity of the BOV Premier League will be critical in ensuring the Competition's visual impact is consistent. The identity is made up of three core elements, namely the official BOV Premier League Logo, Music and Visual Identity. These features are applied consistently across all media forms and at competition venues to build recognition amongst all the stakeholders of the BOV Premier League brand.

There are three variations of the BOV Premier League Logo. Only these versions can be used in any promotional and / or branding material related to the Competition.



2. MATCH DAY OPERATIONS

1.4 The BOV Premier League Logo, Music and Visual Identity

The BOV Premier League Logo is the focus point of the Competition Branding, whilst the original jingle is exclusive to the BOV Premier League and was purposely composed to reflect the prestige and passion of the Competition. The BOV Premier League opening and closing sequences will be played at the beginning and end of every live and delayed broadcast. Under no circumstances may any element of the visual identity be used together with a commercial or non-commercial third party.



2.1 Countdown to Kick-off and pre-match activities

A digital clock has been installed in all stadia where the BOV Premier League matches are played. All Venue Team officials on duty on the day must synchronise their watches with this digital clock as directed by the Venue Director on duty.

The timings outlined in this standard Countdown to Kick-Off must be respected at all times.

Countdown	Activity
-130 mins.	Arrival of Venue Director and Stadium Manager
-120 mins.	Arrival of MFA Venue Team
-90 mins.	Arrival of Teams & Match Officials
-75 mins.	Team Kits Approval
-60 mins.	Latest for Teams Line-up to be submitted on COMET
-45 mins.	Start of warm-up period
-15 mins.	End of warm-up period; Teams return to Dressing Rooms
-08 mins.	PA Announces Teams' line-ups
-05 mins.	Teams line-up with Match Officials in tunnel for stud control; Audio Visual Branding commences
-03 mins.	Teams exit on pitch; line up facing Honorary Tribune BOV Premier League jingle starts when players exit the tunnel; Teams shake hands
-02 mins.	Toss of coin – Referees and Team Captains
-01 min	Team Photos
	Kick-off
+13 mins.	Teams to leave Dressing Rooms
+14:30 mins.	Teams to be back on pitch
+15 mins.	Start of 2nd Half

2.2 Personnel

Personnel	Function
MFA Venue Director	Overall authority for all aspects of match organization
MFA Referee Observer	Deals with all matters related to refereeing and reporting on the match, including for disciplinary purposes
MFA Venue Manager	Deals with all matters related to stadium facilities, signage, match ticketing and stadium stewards
Match Officials	Official Referee together with Assistant Referees and the Fourth Official
MFA Medical Representative	Deals with all matters related to medical
MFA Doping Control Officer	Deals with all administrative and procedural matters related to anti-doping
MFA Media Officer	Implementation of the appropriate media services and facilities and the Commercial & Broadcast concepts

2.3 Match Sheets & Match Report

- Each team must complete their match sheet on COMET by not later than sixty (60) minutes prior to kick-off¹;
- Once both teams submit their match sheet on COMET, the MFA Venue Director / MFA Media Officer will download and print these Match Sheets from COMET;
- The MFA Venue Director / MFA Media Officer will make copies and distribute to all media representatives by not later than forty five (45) minutes prior to kick-off time;

- Copies of the match sheets shall also be made available for the photographers on duty pitchside;
- If the online match sheet system is unavailable for any reason, teams will hand their completed (handwritten/printed) team sheets to the MFA Venue Director in hard copy.

2.4 Kit Colours

The Venue Director will check the clubs' kits with the Referee of the match seventy-five (75) minutes prior to kick-off time. No clash of colours is permitted. In case of a clash of colours, the home team must change the colour of the jerseys and / or shorts and / or socks so as not to clash with any colours worn by the opponents and / or match officials.

On matchdays, the Referee always has the final decision on the colours to be worn by the teams.

If any undervests are worn by the players, these should strictly be the same colour of the playing colour of the kit it is worn underneath.

Stockings – if tape or any similar material is applied externally, it must be the same colour as that part of the stocking it is applied to.

2.5 Access to Restricted Area

2.5.1 Unless otherwise approved in writing, the following are the only persons who have access to the Restricted Area on match days¹:

- Players listed on the Match Sheet;
- Technical Staff listed on the Match Sheet;
- Club President
- Club Council Member

2.5.2 Suspended Manager / Coach

On the day of the match, a suspended Manager / Coach may only follow the match from the stands. He is not allowed into the Dressing Rooms / Restricted Area, Tunnel or Technical Area before or during the match, nor may he communicate with his team. An Assistant Coach is encouraged to replace a suspended Manager / Coach and be available for all MFA Broadcasters and Media obligations on match days.

2.6 Player Escorts

MFA encourages the clubs to promote Player Escorts, however permission upon written request has to be granted by the MFA not later than 48 hours prior to the match. These escorts must accompany either both team captains only, or all team players of the starting line-up for walk-on. Only one escort is allowed per each player. Furthermore, the following principles apply: -

¹ Refer to Article 18(iv)(a) of the Competition Rules – Section V of the Malta FA Regulations.



- The kit worn by the player escorts shall be the official kit used in the BOV Premier League (shirt, shorts and socks) as worn by the teams at the relevant match, which complies with the MFA Kit Regulations. However, MFA reserves the right to introduce specific player escort kits, which the player escorts should wear. Should either of the clubs not be able to provide the official BOV Premier League kits, then both sets of player escort kids will be dressed in neutral kits without any commercial and / or non-commercial messages.
- The minimum age of the player escorts is five (5) years.
- The player escorts shall accompany the players onto the pitch and shall exit the pitch immediately after the BOV Premier League anthem has ended, prior to fair-play handshake.
- The player escorts are not allowed into the teams' dressing rooms.
- The clubs should appoint an adult to liaise this pre-match activity.
- Different Terms & Conditions apply for selected matches by the Malta FA.

2.7 Use of Electronic Communication in the Technical Area

According to the Laws of the Game, “(...) The use of any form of electronic communication by team officials is permitted where it directly relates to player welfare or safety or for tactical / coaching reasons but only small, mobile, hand-held equipment (e.g. microphone, headphone, ear-piece, mobile phone / smartphone, smartwatch, tablet, laptop) may be used. A team official who uses unauthorised equipment or who behaves in an inappropriate manner as a result of the use of electronic or communication equipment will be dismissed from the technical area.”

The primary aim of allowing communication to the technical area is to support the teams and the medical assessment of injuries by the team doctor in particular.

2.8 Club Guests on Match Days

Each club is entitled to a maximum of ten (10) tickets for their match programme. Such tickets are meant for guests or sponsors who are not already in possession of an electronic card. Where a match programme includes two matches, such guests would be entitled to stay for both matches. Club cannot request tickets for other match programmes, or for match programmes on the same day other than the one that includes their own fixture. Ticket requests must be made via the MFA Portal and the location of the requested seats may vary from one stadium to another. Refer to Appendix VIII for detailed instructions.

3. OVERVIEW OF FACILITIES



The MFA is responsible for all organizational and security aspects involved in the organization of the BOV Premier League matches, including control of the pitch and dressing room areas.

3.1 Pitches

Stadium Management shall ensure that the area immediately adjacent to the pitch is safe for players and may be asked by the MFA Venue Director to take measures (installing additional carpets and / or artificial turf) to ensure that this is the case. No markings other than those of the football pitch (such as markings related to other sports) should be visible on the field of play.



3.2 Pitch Watering

Pitch watering must take place evenly on the pitch and not only in certain areas. In principle, pitch watering at the National Stadium is done sixty (60) minutes prior to kick-off time, during half-time and in between matches, in case two consecutive matches are played on the same day.

3.3 Grass Height



In principle, grass height is always kept between 20mm – 30mm according to Regulations. If deemed necessary by MFA, the height of the grass may be reduced some hours prior to kick-off time.

3.4 Security

Grounds Staff shall ensure that all gates and emergency exits are kept free of any obstruction that could impede the flow of spectators.

All ticketing cashiers, turnstile attendants and Stand Supervisors in and around the stadium must be familiar with these measures in order to facilitate the rapid identification of any abuses.

3.5 Dressing Rooms

Each Team is provided with a Dressing Room. The allocation of the teams' respective dressing room is communicated in advance by the Match Operations Department.

3.6 Dressing Rooms for Match Officials

The Stadium must be equipped with two (2) high quality dressing rooms for Match Officials, able to accommodate six (6) persons each.

3.7 Doping Control Station

A Doping Control Station must be provided near the Teams' Dressing Rooms. It must comprise of a waiting room, a testing room and a toilet, all of them adjoining. The waiting room must

contain sufficient seating for four (4) people, clothes-hanging facilities and a refrigerator. The testing room must contain a table, two (2) chairs, a sink with running water and a cabinet. The toilet area must include a seated toilet, a sink with running water and, if possible, a shower. Mineral water must always be kept available in the refrigerator in sealed bottles.

3.8 Medical Room

The Stadium must provide a Medical Room that must be equipped with the minimum medical and life-saving requirements. The following equipment should be made available during all matches: -

- Defibrillator;
- Spinal board;
- Stretcher;
- Essential first-aid supplies;
- Facilities for examination and treatment of players;
- Equipped pitch-side emergency medical bag.

3.9 Room for MFA Venue Director

The Stadium must provide a room for the MFA Venue Director, located in the direct vicinity to the dressing rooms of the teams and the match officials. The room must be equipped with one (1) table, two (2) chairs and internet connection.

3.10 Telephone & Internet

The Stadium should provide wireless facilities or alternative connections for all sections of the media. Such connections should, as a minimum, be available in the press boxes, media working area and the photographers' working area. Pitch-side wireless facilities for photographers are also recommended.

The Stadium Management will also be asked to install international telephone, fax, Internet and ISDN lines according to MFA's requests.

3.11 2-Way Radio Facilities

A set of 2-way radios needs to be brought on site for the use by the Grounds Management Staff and MFA Venue Team, to facilitate communication between all parties involved in the match organization. All radios are to be retained until the end of the matches, or until directed by the MFA Venue Director. The use of ear pieces by members of the venue team is compulsory at all times.

3.12 Flags

The BOV Premier League, MFA, UEFA Respect and the flags of the clubs participating in that match day are flown on matchdays. The standard size is nine (9) feet x six (6) feet (2.75m x 1.8m).

3.13 Accreditation and Access

3.13.1 General

Part of the centralized approach of the BOV Premier League is a pan-competition accreditation system. This accreditation system has been implemented in all stadia where the BOV Premier League is played. Some exceptions apply due to different Technical and Media Areas.



3.13.2 Accreditation Cards

The colour-coded BOV Premier League accreditation system, consisting of various devices set out below, is implemented at all BOV Premier League matches:

Card	Access Area/s	Distribution
Blue Extra / Blue	VIP Area	MFA Officials & Guests, ExCo, Council Members, Club Presidents, Board Members, Club Officials, Sponsors & Partners
Blue & White	VIP Area Club Matches Only	Club Guests, Sponsors, Players' Partners & Technical Staff
Orange	Stand Premier League Season Ticket	Transferable
White	Stand – Club Matches Only	Transferable / Club Stewards (non-transferable)
Maroon	Press Area	Media Personnel
Yellow	VIP Area	Live Scouts
Grey Extra	VIP Area	Licensed Coaches
Grey	Stand	Licensed Coaches

4. ORGANISATIONAL MATTERS



4.1 Educational Campaigns

Clubs may be asked for their support for pan-European CSR-related campaigns, or other campaigns organized by the Malta Football Association through the season. The logistics of these campaigns will be communicated prior to the particular MD by the MFA and will be coordinated through the MFA Venue Team on Match Days.



4.2 Ball Kids

The Home Club must supply ball kids for each BOV Premier League match, who must be appropriately trained and capable of performing the task. They should also comply with MFA's instructions and remain behind the advertising board unless when collecting a ball from the field of play. The home club must provide a minimum of eight (8) ball kids, aged between eight (8) and sixteen (16) years. One (1) person representing the club must be present on pitch with the ball kids at all times. The seating position of this person during the match will be as assigned by the MFA Venue Director or MFA Media Officer.



4.3 Club Mascot

For the purpose of this Section, a Club Mascot is a person dressed in a costume in the Club's colours. The following guidelines apply: -

- Mascots (in costumes) can only be slightly oversized compared to a normal person;
- Mascots should preferably wear the Club's BOV Premier League Kit;
- Mascots cannot be on the playing area of the pitch and cannot walk or run around the sides and the running track;
- Mascots can be visible before the match, until one (1) minute before kick-off time, and after the match;

- On an exceptional basis, mascots may appear in the team's photo only if approved by the MFA Venue Director;
- Mascots cannot stay in the Technical Area during the match;
- Mascots cannot interfere with the Broadcast production;
- Mascots do not have access to the Restricted Area;
- Mascots can only move in the areas agreed between the MFA and the Club.

4.4 Brand & Entertainment Activities

4.4.1 General

In order to enhance the competition awareness, brand identity and the centralized concept, in case of a pre-match ceremony taking place prior to a BOV Premier League match, unless otherwise instructed by MFA, these activities require the cooperation from the Clubs on both an organizational level as well as from a staffing point of view. Any personnel provided by the Club to take part in such activities must be capable of performing the task and must comply with MFA's instructions.

4.4.2 Club Fan & Entertainment Activities

Clubs are encouraged to have pre-match and half-time activities in the stadium to entertain the fans. All such activities are subject to the prior written e-mail consent to matchoperations@mfa.com.mt who shall in turn confirm or otherwise by return email by not later than 24 hours prior to kick-off time. Furthermore, the following principles apply:

- In principle, no activities should be conducted on the field of play;
- No activities of the Club may interfere in any way with the official BOV BOV Premier League pre-match ceremony.

Subject to Health & Safety Rules, Clubs may hand out items such as scarves and flags to their fans, but must ensure that such items are not allowed to obstruct the MFA Broadcaster cameras or the advertising boards.

4.4.3 Other Events

Clubs are encouraged to cooperate with the MFA whenever outreach events are held in connection with their respective matches as a means to promote the BOV Premier League and / or Football Social Responsibility initiatives.

4.4.4 Stand Allocation

The allocations of the stands in the various stadia is circulated on a weekly basis by the MFA Match Operations Department. In principle, MFA implements spectator segregation for direct encounters.

4.4.5 Spectator Stands Setup

Supporter groups may setup their stands before the match, in certain occasions even on the morning or the day before the match. The following guidelines apply: -

- For early setup, MFA Match Operations Department is to be informed beforehand to liaise with Security personnel and Police deployment on duty;
- Supporters who wish to setup the stands prior to match day

5. PRODUCTION ITEMS

would need to inform the MFA three (3) days before so as to be able to communicate with police for necessary deployment and with stadium management for opening of the premises;

- Supporters Clubs are to send an email to the Malta FA SLO on peter.busuttil@mfa.com.mt, copying in Match Operations;
- At all times, emergency exits / gates should never be blocked by any streamers or other items set up by supporters;
- stewards / supporters allowed to setup need to present their steward card to the MFA stewards on duty.

4.4.6 Disability-related matters / supporters

For all matters related to Disability accessibility, MFA's Disability Access Officer is to be contacted three (3) days before the match.



5.1 BOV Premier League Advertising Boards

In every Stadium where BOV Premier League matches are played, Bank of Valletta shall have one (1) static advertising board placed behind each goal post. Furthermore, two (2) static advertising boards shall be placed at each end of the touchline of the pitch. They must straddle each end of the main touchline. These are called the End of Touchline Boards. Also, one (1) static advertising board shall be placed in the centre of the pitch featuring the BOV Premier League branding. This is called the Centre Board. As a minimum quality standard, these advertising boards must be produced on non-reflective plywood or corex material, in matt finish. The use of banners is not allowed. The advertising boards will be 6m wide x 0.9m high. Advertising boards must be installed in such a way that the content on the board is fully readable through the main camera, also under floodlight conditions. An additional board test may be conducted prior to the match programme commencement if deemed necessary.

Within the National Stadium, where BOV Premier League matches are played, Bank of Valletta shall have one (1) oversized board fixed to the scoreboard or video board structure.

In every stadium where BOV Premier League matches are played, all other MFA Sponsors / Suppliers will have one (1) static advertising board to be placed behind each goalpost or along the touchline.

5.2 Official Ball Plinth

The Official Match Ball is to be placed on the Ball Plinth supplied by the main sponsors, placed just outside the players' tunnel / exit from Restricted Area.



5.3 Backdrops

As required for the various Media activities, the following backdrops are generally produced and made available:

- Flash Interview backdrop
- Mixed Zone backdrop
- Press Conference backdrop

In principle, all backdrops are produced in matt finish.



5.4 Internal Player Bench Signs

BOV Premier League internal player bench signs may be installed, which should be placed on the inside of each team's bench and Fourth Official's bench.



5.5 Substitution Panel Stickers

The substitution panels should be branded with BOV Premier League stickers. No other branding should appear on the substitution panels.

5.6 Photographer Hoardings



Photographer Hoardings are produced and distributed in all four corners of the pitch.

5.7 Tickets

The tickets and official printed matters cannot include any third party branding or logos, other than the logos of the BOV Premier League and / or the MFA Sponsors / Suppliers.

5.8 Bibs

TV bibs should be worn by all MFA Broadcaster camera persons and ENG crew as well as all technicians, riggers, etc. working in the stadium on match day. All MFA Broadcaster personnel working on the pitch during the match must be duly accredited, which accreditation must be clearly visible at all times.

Furthermore, bibs are supplied to, and must be worn by the following at all times: -

- Photographers
- Ground Staff
- Ball Kids
- Medical Team

Bibs	Colour	Distributed by
TV	Yellow	Media Officer
Photographers	Blue	Media Officer
Ball Kids	Yellow / Orange	Grounds personnel
Ground Staff	Yellow / Orange	Stadium Manager
Medical	Green	Stadium Manager

5.9 Champion Shirt Sleeve Badges

Players from the winning club from the previous season must wear the BOV Premier League Champions Logo Badge on the right sleeve of their playing shirts, between the shoulder seam and the elbow.



5.10 Official Ball

MFA has again chosen Nike as the Official Ball Supplier for the 2019-2020 season. Nike will supply balls of the highest standard to be used for every match of the BOV Premier League.



5.11 Product Supply & Display

If advised by MFA, clubs must use the products and / or services by the MFA Sponsor / Supplier before, during and after the matches. Clubs may not charge any fees associated to such product / service supply. For example, no fees can be charged in related to BOV Premier League branding the Club's Hospitality Area.

5.12 Captain's Armbands

Clubs will be provided with the Captain's Armband bearing the branding of the Malta Football Association's social responsibility programme 'Football for Life'. Although this is not mandatory, the Malta FA encourages clubs to use the armband.



6. MEDIA OPERATIONS



6.1 Filming of Teams' Preparation

6.1.1 Dressing Rooms

Unless previously communicated through the MFA Media Department, the Dressing Rooms of both teams are off limits to representative of the Media before, during and after the match.

The MFA Live Broadcaster camera person may enter the dressing room of both clubs prior to the match to film players' shirts and equipment. This filming must be communicated via the MFA Media Department, and must be completed not later than sixty (60) minutes prior to kick-off time. In addition, the MFA Venue Director or MFA Media Officer will arrange for appropriate supervision of this filming by a member of the MFA Venue Team. No filming in the Restricted Area is allowed unless supervised **at all times** by a member of the MFA Venue Team.

6.1.2 Team Arrivals

The MFA Live Broadcaster is permitted to film the arrival of both teams. The MFA Live Broadcaster may use a maximum of one (1) camera in a fixed position to film each team and this camera may be in one of the following locations: -

- Team Bus drop-off zone;
- On the route between the Team Bus and the Dressing Rooms;
- Flash Interview Area, before accessing Restricted Area.

In addition, other MFA Broadcasters may be permitted to film the arrivals of the teams subject to space and security considerations and the approval of the MFA Media Department.

6.2 Interviews and Presentations

A variety of interviews and presentations may be scheduled before, during and after each BOV Premier League match, all of which are obligatory for the Club if requested by the MFA Venue Director or MFA Media Officer on behalf of the MFA Host Broadcaster.

All interview requests, locations and activities are subject to approval and coordination by the MFA Venue Director or the MFA Media Officer.

The range of interview opportunities includes pre-match, post-match, press conferences, mixed zone and specific interview requests from MFA Broadcasters as set out below:

- MD Interviews prior to the match
MFA Host Broadcasters are permitted to conduct pre-match interviews with members of the official Team delegation upon their arrival ninety (90) minutes prior to kick-off time, at the Stadium, at a pre-determined location, subject to the approval of the MFA Venue Director and / or MFA Media Officer.
- MD Interviews during the match
Interviews during play are permitted only with celebrities, studio guests and non-participating officials and players with the approval of the MFA Venue Director or the MFA Media Officer. If held in the stands or in the restricted area, such interviews must be held in the location approved by the MFA Venue Director and / or the MFA Media Officer.

Interviews cannot be held during the match with Managers / Coaches, substituted or sent-off players, officials or players on the substitutes' benches.

- MD Interviews after live matches
Super Flash Interviews – Unilateral Super Flash Interviews may be conducted at the end of the live matches near to the entrance of the players' tunnel, if requested, and only by the MFA Host Broadcaster;
Flash Interviews – Clubs must make their Manager / Head Coach and at least one (1) player (preferably a player who had a decisive influence on the result of the match available to the MFA Broadcaster for flash interviews immediately after the end of the match. Clubs are requested to provide maximum co-operation in this regard and to consider the nationwide interest in the competition when providing players for Flash Interviews.

In addition, the following should be noted:

- The MFA Venue Director or the MFA Media Officer will assist with bringing Coaches and Players to the Flash Interview Area. MFA Broadcasters will give their interview requests to the MFA Media Officer during the second half of the match;
- Players selected for Doping Control may conduct post-match interviews only if escorted by the MFA Venue Director or MFA Media Officer or another designated Doping Control Chaperone. After the interview, the player must be escorted back to the Doping Control Station.

6.3 Press Conferences

From time to time, MFA may organize pre and post-match Press Conferences in order to raise more awareness on particular matches. These are held to provide the media with an opportunity to speak with the Manager / Coach and Players of both the Home Club and the Visiting Club. These Press Conferences are conducted by the MFA Media Department.

Each BOV Premier League Press Conference must be held in front of the BOV Premier League Press Conference backdrop. In principle, all Press Conferences are open to all media accredited for the matches.



6.4 Written Media

MFA is responsible for the production and distribution of all accreditation passes for the written press.

6.5 Photographers

Prior to the match, photographers are permitted to gather on the appropriate touchline to photograph the teams' line-up and the team photos. In case of team photos and other pre-match photos, these are to be coordinated by the MFA Media Officer and the photographers' positions must be as instructed by the MFA Venue Director or Media Officer.

During the match, photographers may work from positions behind the advertising boards along both goal lines, with the exceptions of the areas reserved for the MFA Broadcaster cameras. In certain circumstances, if agreed upon with the MFA Venue Director or the MFA Media Officer, they are also permitted to work from behind the advertising boards along the touchline opposite the team benches, as long as they are positioned between the corner flag and center line on the side not occupied by the Assistant Referee. Photographers working along the touchline must be seated at all time.

Photographers may attend pre and post-match Press Conferences.

Photographers may do their post-match work to upload their photographs at the Press Conference area where a specific zone has been set up for this reason.

Photographers may only change ends during half time. Photographers must not work from behind the Assistant Referees.

Photographers may never disturb the broadcasting operations and may never film match action.

When positioned behind goal line, all photographers are to remain behind the BOV photographer hoardings.

6.6 Pitch Reporter

Pitch Reporter and Camera Positions must be: -

- Outside the Technical Area;
- At least five (5) meters behind or to the side of the substitutes' benches;
- At a position approved by the MFA Venue Director and / or MFA Media Officer.

Two scenarios are possible for the positioning of the cameras, reporters, riggers and other staff from the MFA Live Broadcaster: -

1. With TV Monitor: Pitch Reporter position will always be at least five (5) meters away from the Technical Benches;
2. Without TV Monitor: Pitch Reporter position must be behind the Fourth Official's bench on the assigned seating.

Pitch side filming of the technical benches is allowed for the initial ten (10) minutes of the match only. Camera positions may not enter the technical areas.

6.7 Mixed Zone

A Mixed Zone shall be set up for the media on the way from the dressing rooms to the team transport or other team exit. The Mixed Zone can only be used after the match. All players listed on the match sheet (both in the starting line-ups and as substitutes) must pass through the Mixed Zone and clubs shall help to guide players through.

This area must only be accessible to coaches, players and representatives of the media. In principle, all accredited media may be allowed access to the Mixed Zone.

APPENDICES

i. Contact Information

Competitions Department

Rodney Pisani
rodney.pisani@mfa.com.mt
 +356 9985 5990

Match Operations

Adrian Borg
adrian.borg@mfa.com.mt
 +356 9944 7290

Media

Kevin Azzopardi
kevin.d.azzopardi@mfa.com.mt
 +356 9947 5001

Venue Team

Tanya Gravina
tanya.gravina@mfa.com.mt
 +356 9947 3481

Useful emails

Match Operations
 Issues related to coach accreditation
 Issues related to player registration
 Disciplinary Matters

matchoperations@mfa.com.mt
coaches@mfa.com.mt
registrations@mfa.com.mt
discipline@mfa.com.mt



ii. Participating Teams

Balzan FC	
Birkirkara FC	
Floriana FC	
Gudja United FC	
Gzira United FC	
Hamrun Spartans FC	
Hibernians FC	
Mosta FC	
Santa Lucia FC	
Senglea Athletic FC	
Sirens FC	
Sliema Wanderers FC	
Tarxien Rainbows FC	
Valletta FC	

iii. Club email

All correspondence related to Match Operations will be addressed to the club's official email address listed below:

Balzan FC	balzanfc@mfa.com.mt
Birkirkara FC	birkirkarafc@mfa.com.mt
Floriana FC	florianafc@mfa.com.mt
Gudja United FC	gudjafc@mfa.com.mt
Gzira United FC	gzirafc@mfa.com.mt
Hamrun Spartans FC	hamrunfc@mfa.com.mt
Hibernians FC	hiberniansfc@mfa.com.mt
Mosta FC	mostafc@mfa.com.mt
Santa Lucia FC	staluciafc@mfa.com.mt
Senglea Athletic FC	sengleafc@mfa.com.mt
Sirens FC	sirensfc@mfa.com.mt
Sliema Wanderers FC	sliemaafc@mfa.com.mt
Tarxien Rainbows FC	tarxienfc@mfa.com.mt
Valletta FC	vallettafc@mfa.com.mt

iv. Club Season Cards



v. Stadia, Stand Allocations & Seating Protocol

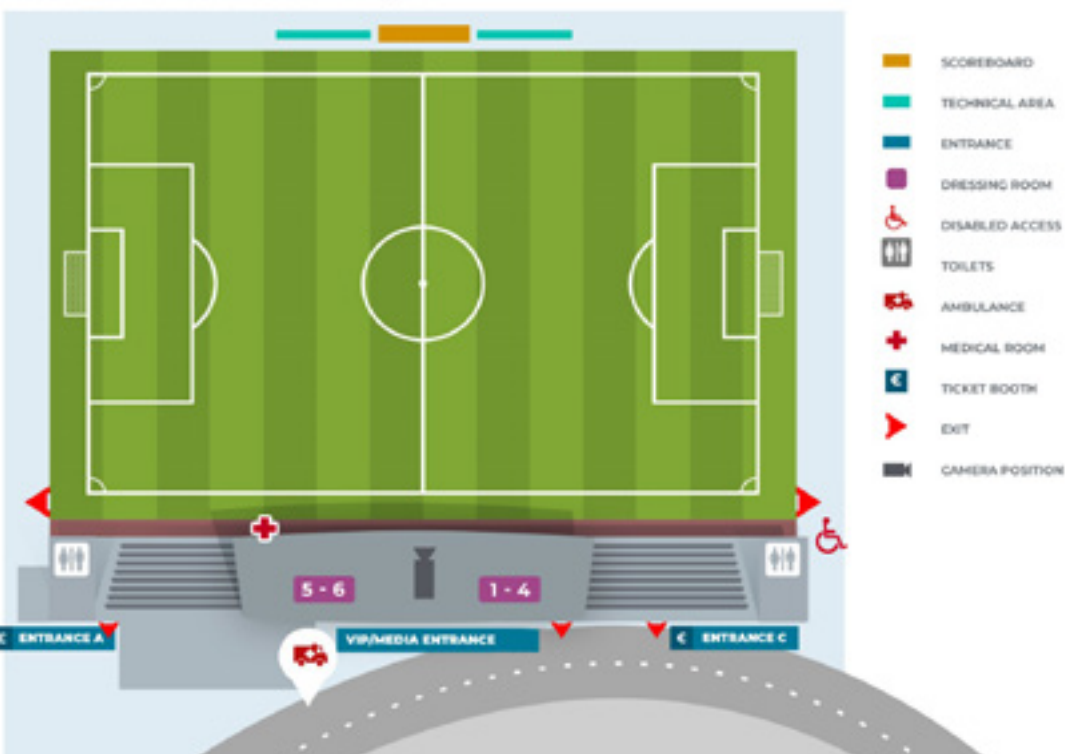
NATIONAL STADIUM



v. Stadia, Stand Allocations & Seating Protocol

CENTENARY STADIUM

CENTENARY STADIUM TA' QALI



v. Stadia, Stand Allocations & Seating Protocol

HIBERNIANS STADIUM

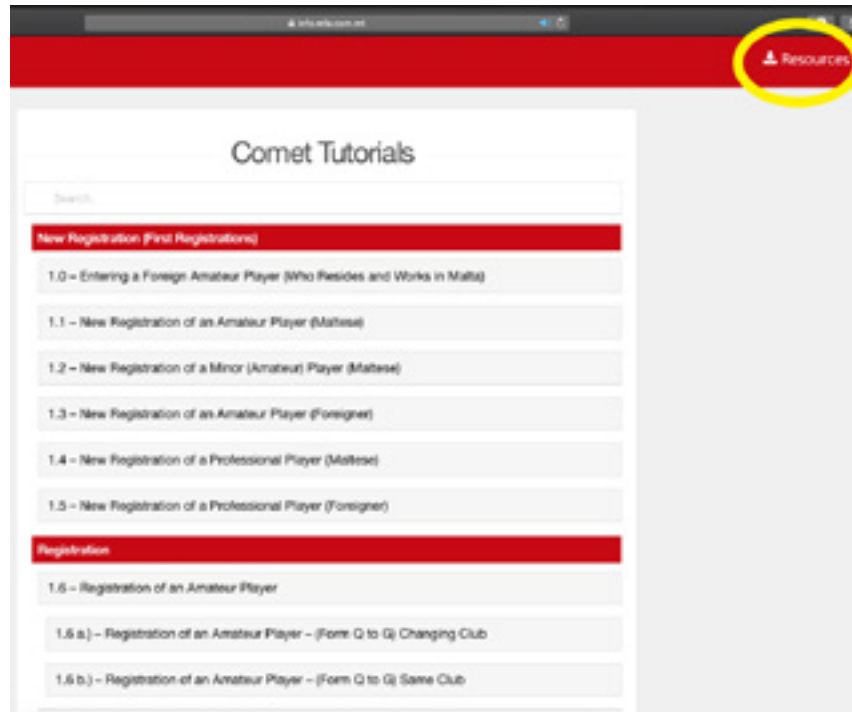


HIBERNIANS
STADIUM

mfa.com.mt



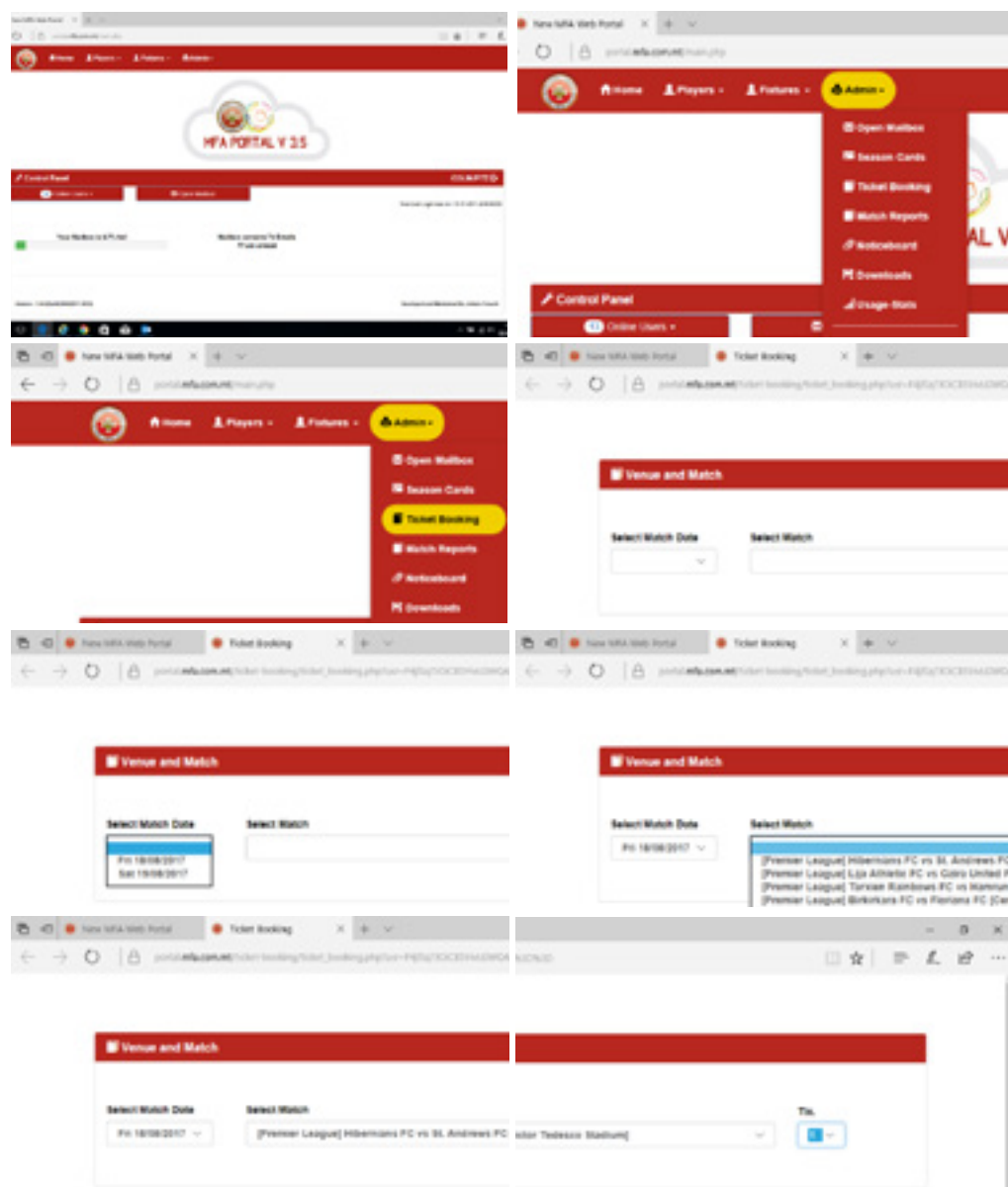
vi. Online Resources - info.mfa.com.mt



vii. COMET: Guidelines for Match Day



viii. Club Guests on Match Day



The screenshots show the MPFA Portal V 2.5 interface. The top navigation bar includes Home, Players, Features, and Admin. The Admin menu is expanded, showing options like Open Mailbox, Season Cards, Ticket Booking, Match Reports, Noticeboard, Downloads, and Group Stats. The Ticket Booking section is highlighted, and the Venue and Match selection process is shown, including selecting a match date and match.

ix. Players' Medical Exam



The screenshots show the medical exam process. The first section, 'Submitting the medical exam and changing its status', explains that medical exams are removed from the system on players' registration. It states that the medical exam must be entered through 'Additional Info' - 'License' - 'License type' - 'Medical exam'. It also mentions that the medical exam can be updated by a user with a role 'Club representative' and will be allowed to update only if the player has active registration for club who is trying to enter the Medical exam. When a user selects License type 'Medical exam', status will automatically be set to 'SUBMITTED'.

The second section, 'Medical exam review', shows a table of medical exams with columns for Player, Status, and Date. The table lists several players with their status and date of exam.

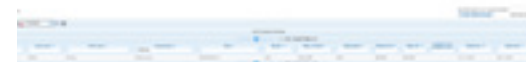
The medical exam review

For Club, in Tab players, all player with active medical exam will have green check mark in 'Lic' column:



Player	Status	Date	Lic
[Premier League] Hibernians FC vs St. Andrews FC	Active	18/08/2017	✓
[Premier League] Lija Athletic FC vs Gzira United FC	Active	18/08/2017	✓
[Premier League] Tarxien Rovers FC vs Ismailia FC	Active	18/08/2017	✓
[Premier League] Birkirkara FC vs Floriana FC	Active	18/08/2017	✓

Medical exams in some status can be found in Reports and statistics – Clubs and Players (ex. Filter by status Rejected):



Player	Status	Date
[Premier League] Hibernians FC vs St. Andrews FC	Rejected	18/08/2017
[Premier League] Lija Athletic FC vs Gzira United FC	Rejected	18/08/2017
[Premier League] Tarxien Rovers FC vs Ismailia FC	Rejected	18/08/2017
[Premier League] Birkirkara FC vs Floriana FC	Rejected	18/08/2017

x. Club Colours *(as indicated on Form 'A')*

	First Colour			Second Colour		
	Jerseys	Shorts	Socks	Jerseys	Shorts	Socks
Balzan FC	Red	Red	Red	Black	Black	Black
Birkirkara FC	Yellow / Red	Red	Red	Dark Blue	Dark Blue	Dark Blue
Floriana FC	green / white	white	green / white	white	green / white	green / white
Gudja United FC	blue	blue	blue	red	red	red
Gzira United FC	maroon	maroon	maroon	sky blue	sky blue	sky blue
Hamrun Spartans FC	red / black	red / black	red / black	white	white	white
Hibernians FC	white	black	white	black	black	black
Mosta FC	blue	blue	blue	red	red	red
Santa Lucia FC	yellow	blue	yellow	black	black	black
Senglea FC	yellow / red	red	red	grey	black	black
Sirens FC	blue	blue	blue	white	white	white
Sliema Wanderers FC	light blue	blue	light blue	white	white	white
Tarxien Rainbows FC	blue	blue	blue	red	red	red
Valletta FC	white	white	white	red	red	red

Notes

Notes

Notes

