



MATCHDAY MANUAL

SEASON 2021-22



BOV
Premier
League





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The BOV Premier League

1. Scope of the Matchday Manual

This Manual sets out operations, responsibilities and information for the Clubs participating in the BOV Premier League 2021-2022.

It shall be used for internal club purposes, for matchday operation purposes and for post-match reporting purposes. It is directly linked to the Malta Football Association's **Competition Rules** (also referred to as the Competition Regulations) and to the **Rules Governing Competitions**. 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 its use, contact the Malta FA using the details provided in 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.



2. 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 apply:

Terminology	Meaning
MFA	Malta Football Association
BOV	Bank of Valletta
VD	Venue Director
MO	Media Officer
MD	Matchday
MD -1; MD -2	Days leading to Matchday
MDM	Matchday 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 live 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
CLO	COVID Liaison Officer
HO	Hygiene Officer
SLO	Supporters Liaison Officer

3. The Competition and Concept

3.1 The Competition

The BOV Premier League started on Thursday 12th August 2021 and is composed of twelve (12) teams. It is played on a double round-robin system, with each team playing twenty-two (22) matches each. At the end of the second round, two groups will be formed with the top six (6) and bottom (6) teams placed in each group. The group composed of the Top six (6) will be referred to as the Top Six - Final Round whilst the group composed of the Bottom six (6) will be referred to as the Play-Out – Final Round. One round, i.e. five (5) matches per team will be played in each group.

The Team placed first in the final classification table of the Final Round is crowned as the BOV Premier League Champion. The last two (2) teams in the Playout – Final Round will be relegated to the BOV Challenge League.

A total of one hundred and sixty-two (162) matches will be played.

BOV Premier League matches are played between Friday and Monday, but may include fixtures played during the week. However, dates might change at the discretion of the Malta Football Association.

The Key dates are the following

Match 001	12 August 2021	Start of the BOV Premier League
Match 162	30 April 2021	End of the BOV Premier League

3.2 Sequence Principal

The sequence principle shall be compulsory only during the last three matches of each team in the competition concerned, and this unless the Executive Board of the Malta FA, for a serious and just reason, decides otherwise as outlined in the Association's **Competition Rules** (Point 7).

3.3 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.

3.3.1 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.

3.3.2 Branding

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.



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2021-22



4. Matchday Operations

4.1 Organisational Aspects

The main contacts for all match-related issues are the Malta FA's Football Operations Department.

For each match, the Malta FA appoints a Venue Team that is made up of a:

- **Venue Director** – overall authority in all matters that affect the organization and playing of the matches;
- **Venue Manager** – deals with all matters related to Stadium Operations;
- **Media Officer** – deals with all matters related to Media Operations and assists the Venue Director;
- **Public Announcer / Scoreboard Operator** – responsible for Stadium Announcements and Operations of the Stadium's scoreboard.

Every member of the Venue Team is ultimately responsible for all that is specified in the respective job description in the Venue Team's Standard Operating Procedures. However, the overall authority in all matters that affect the organisation and playing of the match, or matches, is vested in the Venue Director (VD). Matters related to the stadium itself fall under the direct duty of the Venue Manager (VM). In cases of a serious nature, unforeseen circumstances or force majeur, the Director Football Operations is immediately informed. In his absence, this must be communicated to the General Secretary or any such person delegated by him.

For the purpose of reporting, the Venue Director is regarded as a Match Official, as outlined in Article 3 of the [Players and Club Officials Disciplinary Code](#).

4.2 League Fixtures

League Fixtures following the draws in July, the Malta FA starting publishing the domestic league fixture lists in a staggered manner. Given the fluctuating situation, fixture dates, including kick-off times and venues, might change at the discretion of the Malta Football Association. Fixtures are circulated to all those interested as soon as possible after having been completed by the Football Operations Department

4.3 Return of Spectators

Following the latests guideline document – Mandatory Standards for Sports Activities, the Malta Football Association set out its guidelines for the safe return of spectators for matches organized under the auspices of the Malta FA.

The safe Return of Spectators to the Stadia is staggered in a step-by-step, phased approach admitting only a limited number of spectators, as outlined and permitted by the Local Health Authorities and as set out in the Mandatory Standards for Sports Activities and Standards for safer organized controlled events taking place in an enclosed area.

4.4 Squad Lists

Only the players included in the Club's Squad List are eligible to play in BOV Premier League Matches. A Club's Squad List for the purposes of the Premier League shall include a maximum of twenty-five (25) professional players. On Matchday, up to a maximum of twenty (20) players from the Club's Squad List and nine (9) officials / technical staff may be included in the Match Sheet.

Up to 9 non-homegrown players can be included in the line-up with a maximum of 7 on the pitch at any one moment.



4.5 Provision of First Aider

Clubs are obliged to ensure that at their competitive matches, at least one person from the non-playing technical staff listed on the match sheet is certified in first aid. The Club must also ensure that such person indicated on the match list as provided in the preceding provision is effectively present throughout the entire competitive match.

A Club which fails in its duty to provide said certified person shall be fined by the Control and Disciplinary Board of the Association between fifty euro (€50) and one hundred and twenty-five euro (€125) on the first instance during the season and between ninety euro (€90) and two hundred euro (€200) on each and every subsequent instance during the same season.

A valid first aid certificate must be uploaded on the candidate's profile on Comet

Refer to **Competition Rules - Section V, Provision of staff certified in first-aid by Clubs during Competitive Matches**



4.6 Access to the Restricted Area

Access to Restricted Area of the Match Stadia on MD will be granted as follows:

Pre-Match	Half-Time	Post-Match
All in line-up (x29)	All in line-up (x29)	All in line-up (x29)
An additional two players until the coach communicates the official line-up (x2)	One extra Kit Manager (x1)	The President (x1)
The President (x1)	One extra physio or masseur (x1)	Two extra Kit Managers (x2)
The Secretary or the Club Administrator (x1)	One Match Analyst (x1)	One extra physio or masseur (x1)
Two extra Kit Managers (x2)	Total – 32 persons	One Match Analyst (x1)
One extra physio or masseur (x1)		Total – 34 persons
One Match Analyst (x1)		
Total – 37 persons		

4.7 Accreditations and Access to the VIP sectors

On Matchday, the following will be granted access to the VIP Sectors of the Match Stadia:

- Committee Members of teams playing: maximum 15 each;
- Additional Technical Staff and Players: maximum 10 each;
- Club Guests of teams playing: maximum 15 each (National Stadium all in the VIP, at other stadiums - 5 in the VIP and 10 in the stands);
- Team Manager, Coach, Assistant Coach and Analyst of teams of the same Division (maximum of 3 each Club per match);
- MFA Officers: maximum 6;
- MFA Executive Board Members: maximum 20;
- MFA Technical Staff;
- MFA Sponsors and Corporate Guests.

4.8 Match Kits

During the week leading to the Matchday, the appointed Venue Director will establish the Kit Colour Allocations for both Teams and Match Officials. This will be done in collaboration with the respective teams and the Refereeing Department of the Malta FA. When finalized, the Kit Colours will be circulated to all teams and the MFA's Refereeing Unit.

All Teams must adhere to the allocated Kit Colours, however it is imperative to note that the final decision lies with the Referee of the match by not later than seventy-five (75) minutes prior to kick-off time.

No clash of colours is permitted. In case of a clash of colours, the visiting 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. If any undervests are worn by the players, these should strictly be the same colour of the kit as worn underneath. Likewise, if any stocking or similar material is applied externally, it must be the same colour as that part of the stocking it is applied to.

4.9 Pre Match Warm Up

Pre-match warm-up will be done in the following locations: -

National Stadium
at the Training Grounds
Centenary Stadium – on pitch
Tony Bezzina Stadium – on the Training Grounds

All teams and their respective technical staff must adhere to the location set out by the respective personnel on duty. In case pre-match warm-up will be done on pitch at the National Stadium and Tony Bezzina Stadium, certain areas of the pitch must be protected and a Pitch Protection Map will be drawn up and circulated to the respective teams by not later than MD -1.

Clubs are obliged to respect such instructions. Failure to do so will be reported and sanctioned.



4.10 Countdown to Kick-off

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.

A typical rundown for a BOV Premier League Matchday has been prepared. The timings outlined in this standard Countdown to Kick-off must be respected at all times. Delayed kick-off will be subject to referral to the Disciplinary Body.

Times might be adjusted by the Venue Director according to specific circumstances, especially in avoidance of simultaneous use of the accesses to the Dressing Rooms and / or Pitch Tunnel.

The Assistant Referees will do the equipment control in the Holding Areas outside the Dressing Rooms, to avoid gathering or joint entry in the Pitch Tunnel.



Time	Location	Activity
KOT -120'	All areas	Open (VIP Stand opens KOT -60')
KOT -105'	Restricted Area	Arrival of Match Officials
KOT -100'	Restricted Area	Arrival of Team A
KOT -95'	Restricted Area	Arrival of Team B
KOT -50'	Warm-up Area	Start of warm-up – Match Officials
KOT -48'	Warm-up Area	Start of warm-up – Team A
KOT -45'	Warm-up Area	Start of warm-up – Team B
KOT -20'	Warm-up Area	End of warm-up – Match Officials
KOT -17'	Warm-up Area	End of warm-up – Team A
KOT -15'	Warm-up Area	End of warm-up – Team B
KOT -12'	Pitch side	Enter – Fourth Official
KOT -10'	Pitch side	Enter – Bench – Team A
KOT -8'	Pitch side	Enter – Bench – Team B
KOT -5'	Pitch side	Enter – Match Officials
KOT -4'	Pitch side	Enter – Team A
KOT -3'	Pitch side	Enter – Team B
KOT -2'	Pitch side	Teams Lined-up
KOT -1'	Pitch side	Coin Toss + Team Photos
KOT	Pitch side	Kick-off
End of First Half	Pitch side	Depart – Team A
End of First Half	Pitch side	Depart – Team B
End of First Half	Pitch side	Depart – Match Officials
+ 12 mins	Pitch side	Enter – Team A
+ 13 mins	Pitch side	Enter - Team B
+ 14 mins	Pitch side	Enter - Match Officials
Start of Second Half	Pitch side	Start of Second Half
End of Second Half	Pitch side	Depart – Team A
End of Second Half	Pitch side	Depart – Team B
End of Second Half	Pitch side	Depart – Match Officials
latest 30' post match	Restricted Area	All Teams & Match Officials Departed

4.11 Walk-On of the Teams

In view of the present circumstances, the following shall apply:

- No escort kids;
- No mascots;
- No opening production with additional people;
- No handshake;
- No joint formation of the teams.

5. Stadium Operations

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.



5.1 Pitch Area

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 necessary 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.

5.2 Pitch Watering

Pitch watering must take place evenly on the pitch and not only in certain areas. In principle, pitch watering is done by not later than 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.

5.3 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.

5.4 Standard Protocols for Stadium Operations

Standard operating protocols for the three (3) stadia used will be followed with regards to hygiene. Stadia used for competition have been divided into three zones (Only pre authorised individuals will be allowed into their requisite zones, thus limiting the number of individuals in any given area at any given time to within the limits set by Public Health):

Zone 1 – All areas including Restricted Area and the pitch

Zone 2 – Pitch-side

Zone 3 – Tribunes and Media Areas

* Not applicable for the Centenary Stadium

Zone 1 (Red)	Zone 2 (Green)	Zone 3 (Blue)
Team zone	Pitch surroundings	Tribunes, stadium interior & stadium exterior controlled zone
Pitch	Stadium exterior	Stands
Playing field border inc. tech. zone	TV compound	Media areas
Player's tunnel		Control rooms/ control centres
Dressing room areas		

A set maximum of persons may be distributed over the entire stadium grounds at the same time depending on the profile of the match in question, primarily determined on whether the match is to be televised or not. Presence within the stadium is strictly tied to roles fulfilled in the staging of the match.

Preparatory and set-up work on the Matchday must be completed well in advance of the teams' arrival in the stadium.



5.4.1 Arrival of the teams at the stadium

- Arrival of the teams with their own personal transport (not more than 2 persons in every vehicle), use of face masks when there are two persons in the vehicle is compulsory;
- The arrival of the teams at the Stadium must be staggered over time;
- Teams and their respective staff (particularly Kit Manager/s), are allowed to enter the Stadium ninety (90) minutes prior to kick-off time;
- Depending on the Stadium infrastructure, different routes to the Dressing Rooms (e.g. Centenary Stadium) or separation over a large area (e.g. National Stadium, Toni Bezzina Stadium).

5.4.2 Dressing Rooms (Teams & Referees)

- Imperative use of adjoining, free spaces as additional changing facilities (e.g. splitting of starting eleven – goalkeeper – substitutes). Each team will be allowed to have to separate dressing rooms;
- Equalisation of the use of the Stadium (1st starting eleven, 2nd additional players, etc.);
- All persons must always wear a face mask in the dressing room and in communal areas;
- No showers are allowed;
- Teams and Match Officials can stay in the Dressing Room for a maximum of twenty (20) minutes after the match ends

5.4.3 Technical zone/pitch side

- Teams only on benches (exceptions: 4th Official, Camera Positions, Medical Service, Venue Team);
- Minimize TV positions in interior area;
- Positioning of teams on the bench: use of every second or third seat. Replacement extension possibilities: grand stand area (if there is direct access) or additional chairs / benches in extension of the spare benches (ideally also covered);
- Adaptation of Technical Area;
- During Half-Time and End of Match – divide access to the Dressing Rooms to reverse order to that taken before the match;

5.4.4 Post-Match (Operations)

- Establishment of a second doping control room to separate players of both teams;
- Spatial and temporal separation of departure of teams.

6. Production Items

6.1 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.

6.2 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



6.3 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

6.4 Substitution Panel Stickers

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

6.5 Photographer Hoardings

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

6.6 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.

6.7 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 Matchday. 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



6.8 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.

6.9 Official Ball

MFA has again chosen Puma as the Official Ball Supplier for the 2021/2022 season. Puma Team Final is the chosen ball for the BOV Premier League 2021/2022.

6.10 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.

6.11 Captain's Armbands

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



7. Media Operations

7.1 Hygiene and Safety Measures

Media attendees, photographers and camerapersons accredited for the match must wear a face mask and / or visor and respect social distancing at all times. They are also encouraged to apply hand sanitisers before entering the match venue and do so regularly throughout.

7.2 Sanitisation of Media Areas between Matches

When there are two matches at the same venue, media representatives must exit the venue after the end of the first game as the media zones and other facilities will be cleaned and sanitized between matches.

They are also encouraged not to congregate outside the stadium during the break for sanitization. The Media Zones will re-open around 40-45 minutes before the start of the second fixture.

7.3 Number of Media Representatives Onsite

Due to the existing obligations and measures, media attendance will be significantly limited. The numbers of broadcast staff and media attending a match will be determined based on, inter alia:

- National Legislation;
- Working spaces available (e.g. in the Media Tribune) with appropriate hygiene measures;
- Total number of people permitted in the zones as stipulated in the Malta FA Return to Play Protocol as well as any restriction on the number of people allowed in the Stadium under National Legislation.

7.4 Match Accreditation Procedure

For every match, media attendees must be nominated by the Sports Editor or Head of Sports of their respective Media Organisation and approved by the Malta FA Communications Department. Accreditation requests by freelance photographers will be assessed on a case-by-case basis. The requests are to be submitted online – <http://bit.ly/MFAMediaAccess> – by noon on the day before the first match of the programme (e.g. Friday at noon for programme starting on Saturday).

7.5 Stadium Access on Matchday

Only Malta FA-accredited media attendees will be granted access to the Stadium on Matchday. They are to present their 2021/2022 Malta FA Media Card and collect a ticket from the Ticket Office.

Media Representatives are to stay in their designated areas throughout the match.

7.6 Match Photographers

The number of Match Photographers is limited to eight (8) at each end of the pitch, four on each side of each goal. They must be in clearly marked positions behind the BOV Boards, with a minimum distance of 2m between each photographer position.

7.6.1 Photographers' Entrance Points

The entrance and exit points for photographers for the 2021/2022 BOV Premier League Matchdays will be as follows:

- **National Stadium** Ambulance Gate (near West Stand A)
- **Centenary Stadium** Access from Car Park Gate
- **Hibernians Stadium** Access from Gate to Restricted Area

7.7 Team Sheets

In order to reduce the number of printed material as a COVID-19 precaution, Team Sheets will be sent by email before every match and posted on the official Malta FA website.

7.8 Post-match Interviews

Post-match Broadcast Interviews (for TV Rights Holders) are to take place pitch side in front of a Flash Interview Backdrop, with social distancing followed at all times.

Other post-match interviews may be organized at the designated locations during a limited time window. The reporter and camera person must stay at least 2m from the player and / or coach at all times. Media companies must use boom microphones which must be cleaned between interviews.

Huddle Interviews are not permitted. Only two reporters and two camerapersons will be allowed in the same area at any given time. All interview and presentation requirements are obligatory for the Club if requested by the MFA Venue Director or MFA Media Officer on behalf of the MFA Official Broadcaster.

Failure to adhere to these provisions will be referred to the Control, Disciplinary and Ethics Committee.

7.9 Videography

Participating clubs of the competitions organised by the Malta FA can make the necessary arrangements to film their respective club's matches for use on their owned media platforms only whilst abiding to the below:

- Live streaming is not permissible.
- Live links are not permissible.
- Footage may not be published by the club on any of its media platforms within 24 hours from the final whistle and must be limited to no more than 90 seconds. Shorter clips may be produced from the same 90 second clip for a maximum of four (4) clips for use on social media platforms such as Facebook, Instagram and TikTok.
- No videography is to take place within restricted areas.
- The Malta FA is not responsible for any copyright infringements pertaining to the unauthorised use of music and/or footage used in the clip/s (including the unauthorised use of stock footage).
- Footage must be limited to the field of play, at no point must the camera point in the direction of the public/VIP stands.
- The respective club is prohibited from charging a fee to the general public to view the clip/s.
- Equipment brought into the respective stadium must be limited to hand-held devices; no drones are allowed.
- Only the respective club logo can feature on the clip/s, no advertising banners/logos are permissible within the footage or associated to it in any way.
- Pre/post-match interviews are not permissible within the flash area of the respective stadium.

Further to the above, the media rights for all competitions organized by the Malta FA remain the property of the Association which remains free to revoke or amend these guidelines at any time. Failure to adhere to these guidelines may lead to a referral of the club to the Control, Disciplinary and Ethics Committee.

7.10 COVID-19 Guidance

Any Media Representative who has been diagnosed with COVID-19 or is displaying any associated symptoms must not attend matches. If a member of your household has been diagnosed with COVID-19 or is displaying related symptoms, you must not attend the matches. If any Media Representative becomes symptomatic while carrying out media duties at the Stadium, he / she is kindly requested to leave the venue immediately. Public Health guidance should be followed.

Acceptance of this protocol shall signify that media attendees for domestic matches may be subjected to random SARS-COV-2 testing which shall be organised by the Malta FA through an approved testing centre.



7.10 BOV Player of the Match

The selection of the Player of the Match will be made in accordance with the following criteria:

- i) The MFA shall designate a Coordinator who will be responsible for the organisation of the Player of the Match Contest. The MFA shall also designate an Assistant Coordinator to help the Coordinator or to substitute him. In the latter case, any reference to the Coordinator shall be deemed to refer to the Assistant Coordinator.
- ii) The selection of the Player of the Match Contest shall be made by a group of journalists representing the under mentioned media organisations. The journalists taking part shall be chosen by the Coordinator provided that only one journalist may be chosen from the same media organisation.



8. Participating Teams and 3-letter abbreviation

Team Name	Abbreviation	Badge
Balzan FC	BZN	
Birkirkara FC	BKR	
Floriana FC	FLO	
Gudja United FC	GUD	
Gzira United FC	GZR	
Hamrun Spartans FC	HMR	
Hibernians FC	HIB	
Mosta FC	MST	
Santa Lucia FC	STL	
Sirens FC	SIR	
Sliema Wanderers FC	SLM	
Vallletta FC	VLT	

9. Useful Contacts:

Match Operations	footballoperations@mfa.com.mt
Medical Department	medical@mfa.com.mt
Media Operations	communications@mfa.com.mt
Ticketing	tickets@mfa.com.mt
Registrations Department	registrations@mfa.com.mt
Coaches and coaching licensing	coaches@mfa.com.mt



Notes

Notes

90+

BOV Premier League

