



WMF Operations Manual



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Introduction

The World Minifootball Federation (WMF) Operations Manual has been elaborated to provide the guidelines for the organization of an official event.

Within the manual are the generic standards and instructions relating to a variety of areas, although certain measurements and requirements may vary slightly depending on the size and duration of the event.

The Local Organizing Committee (LOC) shall coordinate with the local authorities the following services prior to the event:

- . Site occupation permits if requested
- . Selling permits for potential vendors and sponsor activity
- . Traffic flow and control (and permits when requested)
- . Police control around premises
- . Medical assistance and emergency ambulance service
- . Firemen and Fire trucks availability
- . Spectator guidance and control around the stadium

I – Stadium

. Stadium capacity

For WMF international competitions, the stadium should have a total capacity of at least 2000 spectators (minimum 2000 spectators for World cup):

- 200 seats for VIP and VVIP
- 1800 seats for spectators in the main tribune (built in O shape, like arena).
- 10 seats for media with table, accessories, especially inputs for 5 different languages in the same time, 10 headsets, 5 monitors, and additional speed Wi-Fi access
- an area for disabled people shall be reserved

The grandstand shall fulfill the following security standards: EN 13200-6. The LOC is entitled to collect this certificate from the supplier, so the responsibility of the LOC is not engaged in case of injury.

The VIP/VVIP seats shall be installed on a lateral side of the pitch and on the same side of the main camera, so the teams are facing the VIP and camera during team presentation and national hymns. A dedicated access shall be granted for VIP and VVIP and Media.

The whole stadium surface shall represent a minimum of 4800 m²

This area is including the playing area, the technical area, and the grandstands. However, an additional area of 2000 m² is requested to allocate the necessary facilities (see section III)

. Pitch

The pitch is rectangular in shape. The touchlines must always be longer than the goal lines. Playing area must be 50 by 30 meters.

. Boundaries /marking

The pitch must be marked out with clearly visible lines. These lines are always part of the area they are marking. The longer sides are called touchlines. The other opposing sides are called the goal lines. All lines must be between 10 and 12 centimeters wide.

The pitch is divided into two halves by the half-way lines. In the middle of the half-way line is marked out the center spot, around which is the center circle (5-meter radius).

. Flags

In every corner of the pitch a flag post may be erected, with minimum height of 1.5 meters and with rounded/blunt top. Maximum height of the flag post is 1.7 meters. Flag posts are not compulsory, only recommended, equipment of the pitch. If used, flag post shall include a spring to avoid injuries.

WMF flag and all flags from national teams participating in the World Cup need to be raised at the stadium.

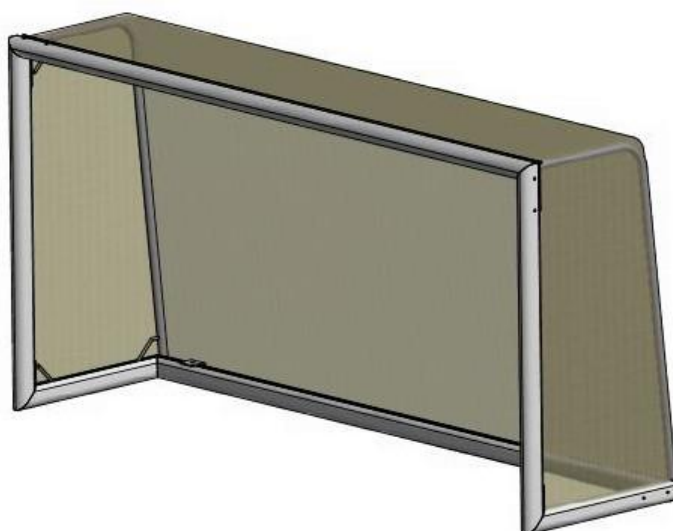
. Corner kick area

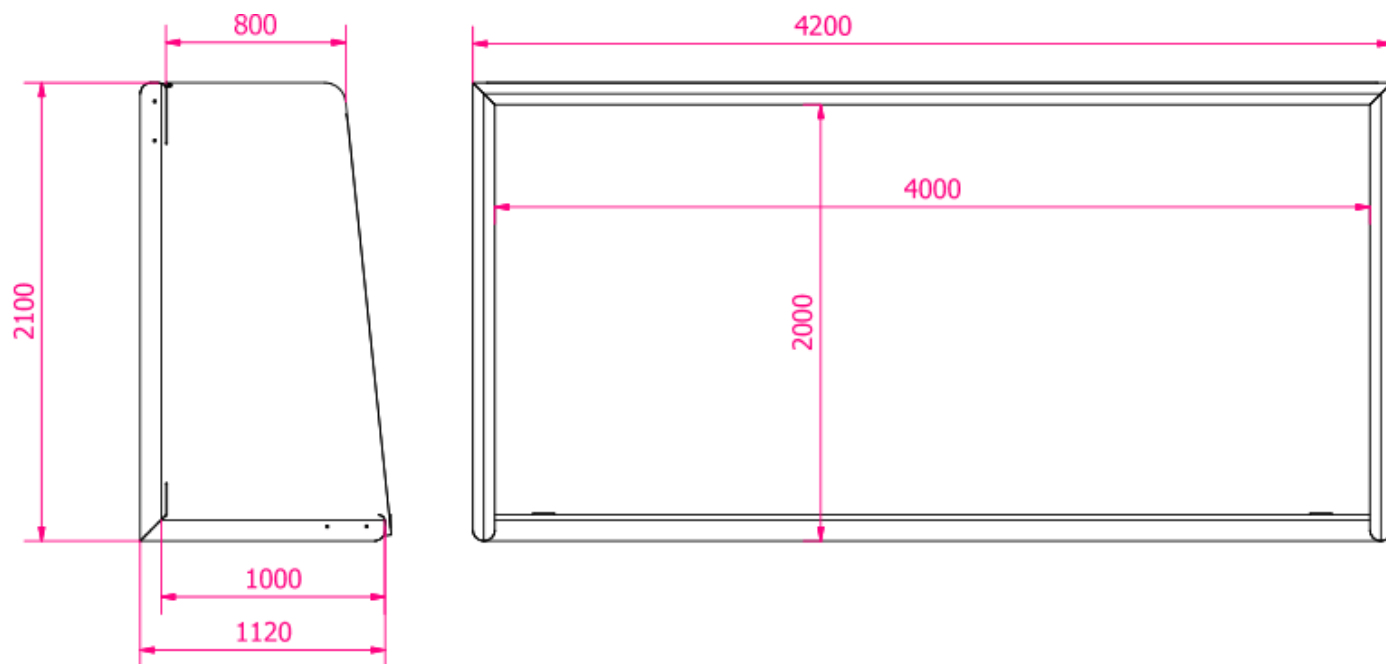
Around each corner point (flag post), there is a quarter of a circle marked out in 0.75-meter radius.

. Goalposts

Goal location and size

Goal is located in the middle of each goal line. Two parallel vertical posts, each placed in the same distance from the nearest corner point form each goal. The inside proportions are 4 times 2 meters. The width of a goal is measured between the inside parts of the posts, the height of a goal are measured between bottom part of the crossbar and the ground. The posts and the crossbar must be the same in width, maximum 12 centimeters and no less than 10 cm. The goal nets are attached to the posts, crossbar and ground in such manner as not to obstruct the movement of the goalkeeper. The goal net shall be white color. No other modifications related to the size of goals is allowed





Goal material

Goal posts and crossbar must be made of metal or other approved material. The cross-section may be square, rectangular, circular, or elliptical and must not pose any threat to players. Goalposts and crossbars must be silver or white.

Nevertheless, the WMF is recommending the use of elliptical aluminum posts (10x12 cm) in white color for international competition in order to show harmonized video and photos of minifootball games at least for world cup tournaments.

Safety precautions

Goals must be fixed to the ground in a way they cannot hurt the players and do not move after a strong shot. The goalpost shall be conformed to EN 748 security standards (stability and resistance tests to be provided by manufacturer). Untested goalposts shall not be used. Extra goals to have a reserve. It is the responsibility of the referees to check the goal stability and alignment before and during the game.

. Goal line

Goal line must be as thick as goal posts and crossbars (10-12 centimeters) and must be marked out in line with the front and back sides of the goal posts. All other lines on the pitch must be same as goal line. Lines must be marked out level with the surface of the pitch.

. Nets behind the goals

The high of the nets behind the goals must be 5 meters.

The length of the protecting nets shall correspond as a minimum to the pitch width (26-30 meters).

For a better visibility for spectators, it is recommended that the net color is dark green with 100mm mesh and 3mm thickness.

. Grass requirements

Any artificial turf system must fully meet the requirements listed in the test and field's requirement's manual.

A WMF certified product (artificial turf systems) shall be preferred.

For WMF world cup competition must be used only WMF certified artificial grass.

The main field must be ready min.7 days in advance (provide a spare part of the artificial turf in case of damage incl. company contact)

. Drainage

A good drainage system must be built to avoid excess of water. It is recommended that perforated PVC pipes covered with permeable fabric, running inside ducts are installed underneath the pitch. These ducts shall be covered with gravel and yet another layer of permeable fabric to avoid contact between the turf and the gravel. In any case, it is highly recommended that the ground underneath the gravel is slightly sloping to help drainage. This slope shall be compensated with sand so that the pitch is flat and level.

. Lighting requirements

Matches organized with reduced daylight or at night shall need a lighting system.

A total of 4 lighting towers shall be mounted over the stadium. One light tower shall be mounted in each corner of the stadium. These light towers can be either integrated to the grandstand or separated from the grandstand but should not affect the spectators seating capacity or visibility.

A minimum of 1200 lux (cd/m²) shall be obtained to provide enough brightness to the TV production. The minimum brightness shall not be less than 1200 lux in any point of the pitch.

For WMF world cup competition a uniform lighting level of 1500 Lux is recommended.

. Seating requirements

The recommended number of seats has already been described in the grandstand section.

Seating can be organized from floor level but for international competition where advertising panels/displays are used, it is recommended to start the seat elevation from 2m from the floor to allow a good visibility from all spectators. This configuration also protects the direct access to the pitch from spectators and limits the use of protection barriers on the pitch.

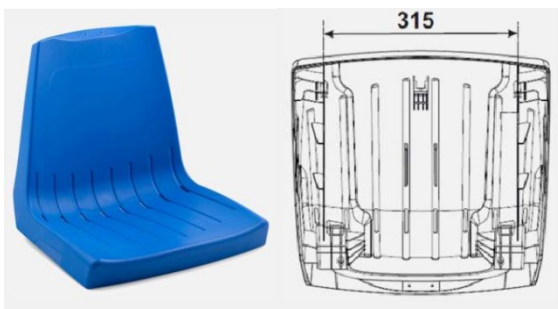
The seats shall be individual shell type made of heavy-duty Polypropylene material with backrest of minimum 420mm. The shell shall be affixed to the structure through 4 points fixing and shall not allow the dismounting without the use of tools. The seat shall be conformed to EN 13200-4 standards.

Minimum seat size shall be 405 x 395 mm. The seat shall be slotted to evacuate water in case of rain.

In case the seating system is intending to be permanent or for long period of time it is recommended that the shelves are treated against UV if used outdoor.

For World cup, benches and tipping up shell type shall not be accepted.

The need for seat numbering and row identification shall be decided by LOC and WMF.



. Team shelters

Players and coaches shall be protected from projectiles by two team shelters (one for each team). Each team shelter shall include a minimum of 15 individual shell seats with backrest. Minimum size is 2 m high and 8m70 long.

The frame shall be white color and made of hot galvanized steel. The back and lateral and roof protection panels shall be a 6mm thick alveolar polycarbonate.



. LED Screen

A suitable scoreboard- LED screen shall be mounted in order to be visible from Referee/ players and spectators and shall be suitable for outdoor use (luminosity and waterproof) and minimum digit size shall be 25cm.

The minimum information shall be game timing in count and current results and team names (or team flag, or both). The indication of period is recommended for a better understanding of spectators.

LED screen it should not display advertising during the game (only accepted during half time pause). Minimum size for a LED screen shall be 8 x 5 m with a pitch of 12mm maximum. For World cup, 2 LED screens shall be used diagonally opposite of each other. Both LED boards, size between 0,8 to 1 meter, and lengths 110m, around the minifootball pitch and the large LED screens shall be provided with the power supply so that they are suitable for the appropriate use and purpose, as well as LED panels around the pitch.

In permanent facilities, two LED scoreboards might be used for scoring/timing and one or two LED screens might be brought temporarily for international competitions.

LED advertising panels

LED advertising panels shall be installed all side length opposite main camera and behind the goal sides. They should be set at a minimum distance maximum 2m from the touch and goal lines and shall include foam protection to avoid injuries of players. A walkway of 2 meters shall be reserved behind the LED panels.

Minimum height shall be 1m20 and distance between real RGB LEDs shall be minimum of 12mm.

The advertising LED panels shall be weatherproof and shockproof.

The LED advertising software shall be able to provide each advertising duration and cumulative display time to the organizers.

Total panel length shall be 122m minimum and open in angles for security access and evacuation.

II – Security, Media, and Organizing Committee

.Site plan

The management of the site plan is key to ensure the correct flow of people within the stadium area and the successful and smooth running of the event.

Site flow and accesses

All entrances and exits shall comply with building and safety codes of the respective host country. Depending on the venue, stadium construction and fencing regulations, the accesses and flows might vary.

Spectators: if the grandstand access is fenced, two (2) access points must be opened. In stadiums where spectators can directly access the grandstand, at least five staircases should be used as access points. In any case one security guard must be located at each access to ensure flow control, spectator distribution among the different areas of the grandstand and to close the doors in case of full-house

Players: a specific entrance from changing rooms shall be organized for players. The way to the pitch shall not be obstructed to avoid injuries.

Accreditation plan

The LOC must print accreditations with photos (recommended QR code) to identify the different groups of people that need access to controlled areas.

The groups are:

- . Players and team management
- . Referees, observers
- . Organization/staff
- . Services
- . Media
- . TV and commentators
- . VIP, potentially VVIP

Security must check accreditations at access points to the facility .

Security

Security services must be booked to ensure all control points are covered. The exact number of security guards will vary depending on the stadium construction and fencing plan.

The security services manager should be in permanent communication with City/State Police forces especially when the home team is playing. Some Embassies may also have specific requests and shall be contacted by the LOC prior to the event in order to have enough time for the set up. (e.g. Israel)

The security and LOC shall ensure that only accredited people have access to the pitch.

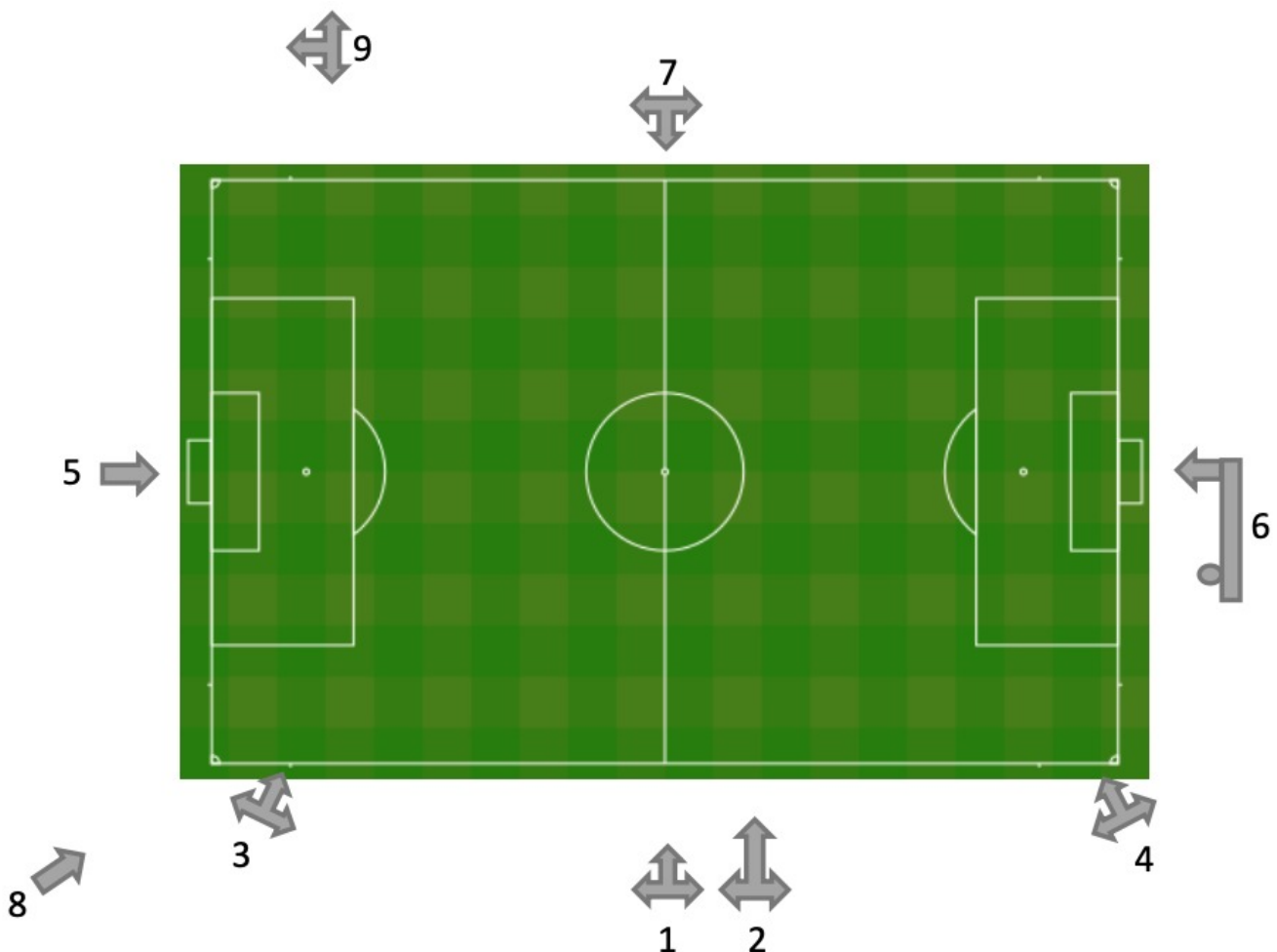
. Cameras and sound systems requirements

Cameras

Allow 2m x 2m space for each camera.

The cameras shall be distributed as follow:

- . Main overview camera (camera 1): This static wide-angle camera shall be situated on a platform in front of half pitch point. The platform shall be physically separated from the grandstand to avoid vibrations when stairways are used. This camera shall not be less than 8m from the touchline and not less than 5m from pitch level.
- . Close up camera (camera 2): This camera shall be mounted next to the Main overview camera.
- . Corner cameras (cameras 3,4): These 2 cameras shall be handheld, or on a tripod at pitch level. One camera is wireless and can follow the pitch ceremonies.
- . Crane cameras (camera 6): Are located behind both goal posts and. Sufficient space for this camera shall be considered behind the goalpost. If advertising panels are not protecting the players from shocks with the crane basement some additional protection shall be added.
- . Reverse camera (camera 7): To be on the opposite side of the main overview camera at pitch level.
- . Entering camera static (Camera 8): entering and leaving the pitch
- . Behind goal camera, static (camera 5)
- . Camera 9: This camera shall not be less than 8m from the touchline and not less than 5m from pitch level.
- . Walking and mixed zone camera
- . Drone camera: To provide an overview of the stadium and facilities.



Sound system/commentators

The sound speakers shall be installed on the light towers for a better coverage of the playing area. If not possible the sound system should face the grandstands to avoid, as much as possible, disturbing the players and the game.

The sound level should be set at a reasonable level to avoid injuries and comfort of spectators.

The speaker shall have access to at least one (1) wireless microphone with a 40m reach radius recommended one extra.

The DJ equipment must consist of a multi-feed console to be able to store and switch from three (3) different channels in very short periods of time.

. Media Centre

An area adjacent to the media tribune to allow media and photographers to work shall be available with the following specifications:

- . Roofed to avoid any external light
- . A secure, lockable room of at least 30m² (depending on media number)
- . Multi plugs for 20 people
- . Furnished with table/desk and chair for 20 people
- . Internet connection as described below
- . One multifunction printer paper and ink

The media center may host press conferences and the right setups should be in place for such a possibility (platform, table, chairs, table decoration, backdrop, sound system, lights...).

The media center shall be situated next to the stadium.

. Mixed zone

A backdrop shall be set up as a mixed zone. It should be located close to the player's exit from the pitch and within a media-allowed area. The mixed zone should consist of:

- . 5 x 2,20m print backdrop attached to solid structure. WMF logo and its partners shall appear on mixed zone wall.
- . The design of the backdrop has to be confirmed by the WMF Project manager.
- . Good lighting conditions are necessary for TV interviews.

The LOC is free to consider a specific area for flash interviews with restricted access to authorized media only.

. Area for photographers

Area must be marked and behind the LED panels

. Internet connections

To guarantee that all departments in the organization can execute their tasks, internet connection has to be provided at the stadium. Separate networks have to be set up.

The working line specifications are:

- . Dedicated for staff or people working in the event organization
- . Wireless access for at least 100 devices simultaneously
- . 10 fiber cables at the offices

. UP/DOWN, Mb/s:

LED panels 5/20

Tournament operators 5/20

Commentator positions 20/100

Mixed zone 20/100

Media zone 20/100
TV broadcast 100/100

While it is not mandatory to offer free internet connection to teams, VIPs or even spectators, it can be done if desired and the budget allows. However, please set up a completely separate network so as not to affect the speed of the working and media lines.

III – Facilities

The LOC shall ensure that enough space is available to accommodate the facilities listed below. All rooms and areas should comply with all applicable building, fire and safety codes with proper ventilation, air conditioning, lighting and clear signage.

.Changing Rooms:

Player changing rooms

A minimum of four (4) dressing rooms shall be available for the teams near the warm-up pitch and the main pitch, following each one of the below specifications :

- . Minimum size: 12m²
- . Bench seating or chairs for at least 16 people
- . Clothes-hanging facilities or lockers for at least 16 people
- . Allow space for one (1) massage table (recommended)
- . Sufficient ventilation and lighting (ideally air conditioned, or gas lanterns in case of cold weather),
- . One bin
- . Fridge for beverage if possible

Cool water shall be available for players (in changing room and/or playing field)

The flooring shall not be slippery to avoid injuries (ceramic not accepted).

A shower area is recommended with four to six showers shall be available for the exclusive use of players and one for referees. This area shall be located inside the perimeter of the stadium and close to the changing room and pitch. At the same time the privacy of players and referees shall be guaranteed.

Referees' room

A changing room for the referees shall be available next to the pitch. It shall have the following specifications:

- . Minimum size 6m²
- . Bench seating or chairs for at least 6 people (depending on the number of referees in the tournament)
- . Allow space for one (1) massage table if possible
- . Sufficient ventilation and lighting (ideally air conditioned, or gas lanterns in case of cold weather),
- . One bin
- . Fridge for beverage if possible.
- . Water

Cheerleader's room

A changing room for the cheerleaders shall be available next to the pitch. It shall have the following specifications:

- . Minimum size 9m²
- . Bench seating for at least 6 people
- . Sufficient ventilation and lighting (ideally air conditioned, or gas lanterns in case of cold weather),
- . One bin
- . Security lock
- . Fridge for beverage if possible
- . Water

Volunteer's room

A room for all volunteers where they can get changed, leave their belongings and rest when they are not busy. It should be set as below:

- . Minimum size 16m²
- . Bench seating for at least 15 people
- . Sufficient ventilation and lighting (ideally air conditioned, or gas lanterns in case of cold weather),
- . One bin
- . Security lock
- . Fridge for beverage if possible
- . Water

.Medical tent/vehicle

Players, match officials, media, VIPs and security personnel should have access to this room.

It should be located close to the dressing room area, as close to the pitch as possible with easy access to the stadium entrance/exit for emergency vehicles.

The doors and corridors leading to this tent shall be wide enough to allow access for stretchers and wheelchairs. The room shall have enough walls or partition to be divided into two when necessary.

The medical tent/room shall be fitted with following elements:

- . Flooring modules
- . One (1) examination table
- . Two (2) portable stretchers
- . One (1) lockable cabinet for medicines
- . One (1) table and four (4) chairs
- . One (1) bin
- . All necessary equipment for the treatment of injuries and other medical aspects

The presence of the medical team with doctor on the pitch and an ambulance on site is mandatory both during the competition and the official trainings.



.Working Offices

One (1) secure and lockable room of at least 25m² should be set up as a working space for at least 4 people from WMF. An additional or bigger room should be available for the LOC as well.

Each office shall be equipped with:

- . Table and chairs
- . Electric multi-plugs
- . One (1) printer with paper and ink
- . Internet connection as described before
- . Flooring modules
- . One fridge and beverages
- . One (1) bin

.Storage room

A dedicated room should be located near the working office where uniforms, ball and other items shall be stored securely. Access should be limited only to authorized staff and should be locked at all times. Shall meet following specifications:

- . Minimum size of 3 x 3 m
- . Flooring modules
- . Lockable door

. Restrooms

Portable or permanent restroom facilities including disables restrooms shall be installed for spectator use. Ensure that there are enough restroom facilities to accommodate the expected number of spectators.

Teams, referees, and all people involved in the organization of the event must have dedicated restrooms. Make sure all restrooms are equipped with toilet paper, water and hand soap and make sure that there is a dedicated staff to permanently control, clean and provide toilet paper.





. Warm up pitch

Since a game can still be running on the main pitch by the time the following teams have to warm up, it is necessary to set up a warm up pitch.

The warm up pitch should be set up with two goal posts and security nets. It should be built in the dimensions of at least a small minifootball pitch (26 x 46m) and to be mounted close to the main pitch and the changing rooms with a maximum 2 minutes walking distance.

. Stadium Decoration

The main objective with stadium decoration is to give onsite spectators and TV/online viewers a pleasant aesthetic. However, decoration does sometimes help achieve security and recognition goals.

Although each event budget is different, WMF encourages the LOC to make an effort in decoration and plan its design, materials and installation in a way that most of the items can be reused from year to year.

Some examples of elements which can be decorated:

Outside stadium:

- . Grandstand wrapping
- . Fence wrapping
- . Entrance inflatable arch
- . Way finding signage
- . Information desk (in stadium and Hotel)
- . Protection of electricity from water
- . VIP parking for 50 cars

Inside stadium:

- . Table for 3 persons, observers, with chairs between benches of the teams
- . Stairway wrapping
- . Light Tower wrapping
- . Ball presentation stand
- . Backside of the pitch advertising panel (if not against the grandstand)
- . Backside of the LED screen
- . VIP area to be covered and with sufficient ventilation and lighting (ideally air conditioned, or gas lanterns in case of cold weather), with chairs, bar with refreshments, tables, toilet
- . Sun umbrella
- . Ball compressor
- . Protection of electricity from water

.Power

The stadium should be sourced with 100 to 150kva from the city grid to have enough power to run all electric devices needed, including the scoreboard, computer, sound, fridges, etc. as long as the city grid is reliable.

Power for the TV compound and the LED screen s should be powered by two (2) independent generators so as to guarantee continuous power in case of shutdown at the stadium.

Consider that devices such as catering ovens, cookers, perimeter screens...require a large amount of kilowatts to be operated. Consequently, a backup generator shall be preferably rented for these devices as well.
