BEACH SOCCER

OPERATIONS MANUAL

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1. INTRODUCTION

The Beach Soccer Worldwide (BSWW) Operations Manual has been compiled to provide the guidelines for what is required to stage an official event.

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

Should you have any further questions or more complex queries, please don't hesitate to get in touch with a BSWW representative.

Note: all measurements, positioning and remarks detailed throughout this document can be visually checked on the attached site map. It is recommended to go through this manual together with the site map printed in A3.

1.1. Site Permits and Insurance

Host Cities and Local Organizing Committees (LOC) need to work closely to ensure the right permits are cleared before the stadium construction starts:

- Beach or site occupation permits
- Traffic permits
- Selling permits for potential vendors and sponsors activations

In addition, the LOC needs to make sure the local authorities will support the event by providing the following services either for free or at a reduced cost for the organizer:

- Police control around premises
- Traffic flow and control
- Emergency medical assistance and ambulance
- Firemen and water truck
- Spectator control around the stadium area

2. STADIUM CAPACITY AND AREA

When planning to build a beach soccer stadium, you must bear in mind what type of event you are going to host in it. This will change the amount of space needed, which will then determine if the stadium fits in your planned location or not.

All BSWW events have the same minimum requirements, being the total space needed for the stadium area of 64x64m minimum (warm-up pitch area not included). These numbers might vary depending on various topics such as the stadium capacity, number of participating teams, stadium set-up, exact facilities, fan zone, etc.

The stadium should have a seating capacity of at least 1,500 spectators divided into:

- 1,300 seats for spectators at the main tribune, built in U-shape
- 200 seats at a reserved area for VVIP, VIP and hospitality guests
- 50 positions at the media tribune
- Area for disabled people

The whole stadium area, which includes the field of play, technical area, spectators grandstand and VIP tribune will require an area of 4,100sqm. However, an additional area of min. 2,145sqm (33x65m or similar) is mandatory to allocate all the necessary facilities detailed in section 6.

For exact measurements, please refer to the site map.

3. PLAYING AREA

3.1. Field of Play

- The fields of play are 26-28m wide by 35-37m long.
- The perimeter zone is a 2m area that surrounds the field of play and is measured from the touchlines/goal-lines to the beginning of the advertising boards.
- There should be another perimeter zone of 2m between the signage boards and the beginning of the grandstands, while in the technical area the distance from the advertising boards until the VIP tribune has to be 4m.
- The line delimiting the pitch is a blue line of 8 to 10cm wide.
- The lines don't run in between the goalposts.
- The pitch has 10 flags: four (4) yellow to delimit the penalty area (9m from goal-line) and six (6) red; one (1) at each corner and one (1) at each side of the halfway line.

3.1. Field of Play dimensions

3.1.1. Goalposts

- Goalposts are centered at each of the goal lines.
- The distance between the posts is 5.5m and the distance from the lower edge of the crossbar to the ground is 2.2m.
- The thickness of the bars must be between 10cm and 20cm.
- 2 bars of 1.5m long must tighten the net at sand level. The net must also be anchored at the back.
- Goalposts must be yellow.

3.1.1. Goalpost dimensions

3.2. Sand, Drainage and Cleaning System

3.2.1. Sand

Should the event not be held on the beach:

- A contention box with 800 tons of sand must be built between 25cm and 30cm deep. It must be built of wood or brick and be of the same height as the sand (to avoid its loss).
- Sand must be of good quality, either taken from rivers (if local environment allows to) or industrial sand (from paint and glass industries e.g.)

- Composition: pure sand (98% silica or quartz), free of iron, clay or other impurities
- Grain size: between 0.2 and 0.5mm
- Color: light (white, beige, rosy). The whiter the sand is, the less it heats when exposed to the sun, which will require less watering to cool down

3.2.2. Drainage

A good drainage system must be built to avoid excess water. An engineer can help with the project that must include perforated PVC pipes covered with permeable fabric, running inside ducts. These ducts must be covered with gravel and yet another layer of permeable fabric – to avoid contact between the sand and the gravel. Only then the sand will be applied (at least 30 cm deep). It is highly recommended that the ground underneath the gravel is slightly sloping to help drainage. This slope must be compensated with sand so that the pitch is flat and level.

3.2.1. Sand (Contention Box) and 3.2.2. Drainage

3.2.3. Cleaning System

If the event is held on the beach, the sand has to be previously cleaned of all impurities before the start of the tournament.

Either on the beach or on a contention box, the sand in the playing area has to be cleaned every day.

It is mandatory, especially if the event is not on the beach, to have a cultivator machine to remove the sand rapidly and bring up impurities from lower layers.

3.2.3. Cultivator machine

3.2.4. Other recommendations

- When the pitch is located in a very windy region, it is recommended to use slightly thicker sand (0.40~0.50mm) and a higher barrier (0.50m) to avoid sand being blown away.
- By following the instructions above, the pitch will be in an ideal condition to be used 24 hours a day, 365 days a year with no need of maintenance. Drainage and good quality sand will guarantee that the pitch remains dry and soft even after rain. In fact, the pitch may be used even under heavy rain showers and it will be kept in a good playing condition.

3.3. Technical Area

The technical area consists of the space between the VIP tribune and the field of play. It should contain two (2) players' benches and the referees' table.

For exact measurements and distribution of the whole technical area, please refer to the site map.

3.3.1. Players' Bench Area

Two (2) sets of players' benches have to be set up, one at each side of the referees' table. They should comply with the below specifications:

- Players' benches must be located at the same side of the pitch as the main TV camera position.
- They should have a minimum length of 8m.
- Have space enough for eight (8) people to move.
- Have a rigid surface to walk on such as wood or a plastic platform.
- Be equipped with eight (8) chairs, one (1) fridge or cooler and one (1) bin per team.
- At least one (1) person from the local organization must periodically refill the fridges with drinks.

3.3.1. Technical Area (players' benches and referees' table)

3.3.1. Technical Area (distances and dimensions)

3.3.2. Referees' Table

The referees' table must be in aligned with the players' benches. It must be in the exact middle of the pitch, aligned with the red flag. Its construction should be as follows:

- Located on top of an elevated platform to guarantee the referees visibility. The platform must be at least 10cm high.
- Equipped with one (1) table and three (3) chairs to accommodate the 4th Referee, the General Coordinator (GC) and the Pitch Manager.
- One (1) TV monitor and the scoreboard remote control will be installed in this table.
- Be equipped with one (1) cooler. At least one (1) person from the local organization must periodically refill the fridges with drinks.
- Have access to electricity. Three (3) sockets shall be provided.

The referees' table will have a 4x0.8m board in front with the event logo.

For a stadium with players' tunnel, the referees' table and the 4x0.8m board have to be removable to allow the protocol to be in a straight line (players walking in from the tunnel to the center of the pitch).

3.4. Advertising Boards

Advertising boards are erected around the pitch to delimit the field of play and grant visibility to the sponsors on TV.

In general, there must be two (2) lines of boards in the U-Shape. The 1st line at pitch level and the 2nd one 2m from the ground. The 2nd line holds from the bottom of the railway structure of the public grandstand. In the technical area, only the 1st line is needed.

3.4. Advertising Boards (focus on the technical area side)

3.4.1. Static Boards (distances and distribution of the 1st and 2nd line)

3.4.1. Static Boards

Static boards are the most common system for sponsors' recognition on the pitch. Each board is 3x1m and they are displayed one attached to the other creating an eye effect of a continuous line of brands.

All boards need to be rigid and resistant to strong ball shots. The feet of the boards need to be dug a few centimeters into the sand to avoid player injuries. For a professional finish, sponsor boards should be built in either of the below systems:

a) Vinyl applied to an aluminum, chalk or wood board
b) PVC stapled and drilled to a wood board

The board distribution should be based on the following measurements on both the 1st and 2nd line:

- Main Touchline: 36m or 42m long x 1m high. The length has to be a multiple of 6. It will consist of 10 or 12 boards of 3x1m for sponsors and one (1) centerboard of 6x1m with the event logo printed on it.
- Goal lines: 30m long x 1m high, in order to allow for 10 boards of 3x1m.
- Technical area (only the 1st line is mandatory): 15x0.8m in front of each players' bench to allow for five (5) boards of 3x0.8m. In addition, there will be one (1) board of 4x0.8m in front of the referees' table. A gap of 2 to 2.5m should be left at each side of the referees to allow players to enter and exit the pitch.

3.4.1. Static Boards (distances and distribution of the 1st and 2nd line)

3.4. Advertising Boards (1st and 2nd level, U-shape area)

3.4.1. Static Boards (layout and dimensions)

3.4.2. LED Boards System

LED boards are becoming popular as they allow for more versatility in terms of design, time of exposure and brand impact. However, the system needs to be of very high definition and brightness to ensure good visibility on TV under the sun.

In the scenario of setting up LED boards, the same length measurements of the static boards apply. However, please note the following remarks:

1. The centerboard should be permanently visible, regardless of the brand animations and rotation. The measurements of the centerboard can be slightly adjusted for screen pixels, ratio, etc.
2. In the technical area, static boards of 3x0.8m are normally used, provided that this area has much less visibility on TV.
3. The second line can be branded with the event look and logo (no commercial brands) to focus all advertising on the LED boards and keep a cleaner stadium look and feel. Subject to agreement between the LOC and BSWW.
4. The LED system power source must come from a dedicated generator.

3.4.2. LED Boards System (centreboard, technical area, 2nd line)

3.5. Photographers

Photographers have access to specific areas around the pitch:

- The left side of the left bench and the right side of the right bench, when looking from the VIP tribune.
- The near side of either goal, before the first goalpost.

Please refer to the site map to see the photographers' areas.

4. STADIUM STRUCTURE

4.1. Grandstands

- Starting elevation: the grandstands should have a starting elevation of 2m above the sand surface.
- Railways: the grandstands shall have front, back and side safety railings of about 80cm high, depending on the local regulations.
- Seating: the seating can be either in chairs or benches. While chairs are more comfortable and have a more professional finish, benches can sit more people per square meter.

4.1.1. Safety Nets

In order to protect spectators in the grandstands from the players' shots, a white safety net at least 14m wide and 6m high is required behind each goal.

4.2. Disabled Spectators' Area

A dedicated area for people with disabilities has to be built, with the following specifications:

- Minimum size of 4x4m
- Direct view of the pitch
- Easy access for wheelchairs
- Flooring modules

This area should ideally be located at the bottom left corner of the main grandstand (access via a ramp). However, alternative solutions can be used at pitch level.

Please refer to the site map for positions and drawings.

4.2. Disabled Spectators' Area (platform and ramp)

4.3. VIP Tribune

The VIP tribune, home for at least 250 invitees, shall be centrally located, separated from other seating sections and with an excellent view of the pitch. The area should be equipped with comfortable chairs, wider corridors and have access to catering and dedicated restrooms. It should have premium facilities such as these described below:

- Roof: cover with two (2) slopes either side of a supporting truss. Big umbrellas would be accepted as well.
- VIP platform: A flat area for VIP and VVIP guests to watch the matches in a more relaxed atmosphere. The platform should have sufficient space for tables, chairs, lounge-style furniture, plants and a bar area for catering. It must be located on an upper platform adjacent to the last floor of the VIP tribune/seats.
- VIP restrooms: should these not be provided located on the same tribune, dedicated restrooms for VIP and VVIPs shall be provided elsewhere. These must be of a more premium finish, either in VIP cabins or permanent structures. A dedicated cleaner should be hired for the correct maintenance of this restroom.
- Access flow: access to the VIP area shall be through a dedicated staircase either on the sides of the VIP tribune or from the back via staircases to the VIP tribune.

Please refer to the site map for VIP tribune distribution, measurements and details.

4.3. VIP Tribune (roof and platform examples)

4.3. VIP Tribune (restrooms)

In addition to the above facilities, the VIP tribune also hosts:

- VVIP Area: a distinctive area with even higher facilities such as wider seating, more confortable chairs or sofas, dedicated hostesses, etc. It has capacity for a very limited number of people, to be determined. These seats are normally centered in the VIP tribune.
- Media tribune: located on one side of the VIP tribune, it is an area that accommodates member of the media, including photographers. The exact location (right or left side of the VIP tribune) will be decided based on the players' access, mixed zone location and VIP entrance and exit flow. It should have capacity for at least 50 people in a layout of tables and chairs. Plugs and internet connection (both wireless and cable) must also be provided.
- TV tower: an elevated platform located in the VIP tribune/platform. More details to be provided in section 8.2.
- TV Commentary box: either inside the TV tower or within the media area, the TV commentator positions will be in the VIP area. More information to be provided in section 8.3.
- Entertainment box: depending on the stadium set-up, the entertainment box may be located at the VIP tribune. More information to be provided in section 6.7.

4.3. VIP Tribune (VVIP Seats and TV Tower)

4.3. VIP Tribune (Media Area and TV Commentator Box)

4.4. Others

At the top of the grandstands, a set of poles must be set up so as to install the protocol and sponsor flags. The number of protocol flags will vary depending on the participating

teams (either national teams or clubs) but will always include the host country flag, host city flag and FIFA Fair Play flag and be 1.8x1.2m. Protocol flags are always displayed opposite to camera 1 and 2, while sponsor flags are installed at the goal sides. Sponsor flags will vary in number depending on the sponsorship agreements, but are normally between six (6) and 12 per side. Sponsor flags measure 0.8x2.5m.

4.4. Others (Protocol and sponsor flags)

Depending on each event, the stadium perimeter can count on additional areas either inside or attached to the perimeter such as a Fan Zone, Commercial Area, Parking (public, VIP, Media) among others.

4.4. Others (Fan Zone area)

The existing nature, dimensions and location of these additional areas may vary subject to budget, sponsors' interests, etc. and will be discussed on a case-by-case basis.

5. TECHNICAL REQUIREMENTS

5.1. Lighting

Although most of the events happen in daylight timing frames, those events that have matches in reduced daylight or at night will need a lighting system to be set up.

A total of four (4) lighting towers shall be installed, with one (1) positioned at each of the stadium corners. Light towers should be either integrated or outside the grandstands, without affecting spectator capacity or views.

Suggested positions of the light towers are drawn in the site map.

A minimum of 1,800 LUX is requested in all the pitch areas to grant enough brightness for the TV production to record in the best conditions.

5.2. Audio

The speakers' positioning must be designed by a sound engineer to guarantee the sound is distributed evenly around the stadium. The speakers should face the grandstands to avoid, as much as possible, disturbing the players and the game.

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

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.

Fore more information about the DJ and speaker tasks and content, please refer to the BSWW Entertainment Manual.

5.3. Giant Screen (location and dimensions)

5.3. Giant Screen

Although it is not mandatory, it is highly recommended to include one giant screen in the stadium to boost the fan experience. It should be installed in one (1) of the corners of the public tribune, at the highest level to avoid losing seats or visibility for spectators.

Recommended positions of the giant are detailed in the site map.

The panels should be for outdoors, compose a screen of 5x3m minimum, and the pixel resolution must be at least p5. The remote control must have a switcher to alternate between two (2) different feeds.

Fore more information about the use of the giant screen and its content, please refer to the BSWW Entertainment Manual.

5.4. Scoreboard

The stadium will have 2 digital scoreboards. Each one will be installed in one corner, one opposite to the other to ensure visibility from 360º.

The digital scoreboard can be an LED panel HDMI connected to a computer. The computer will have access to internet.

If the stadium giant screen is to be used as scoreboard too (preferred option), please make sure a switcher is set-up to swap between content sources.

If, alternatively, a small LED screen is provided as a digital scoreboard the minimum required size is 1m x 0,5m.

BSWW will provide and manage the scoreboard software with own tablets or computers.

Two (2) possible positions of the Scoreboards are illustrated in the site map.

5.5. 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, computers, sound, fridges, etc. as long as the city grid is reliable.

Power for the TV Compound and the LED Boards should be provided in two (2) independent generators so as to guarantee continuous power in case of shutdown at the stadium.

Please consider that devices such as catering ovens and cookers, giant screens, etc. do normally require a large amount of kw to work. Therefore, a back up generator should be booked.

5.6. Internet

So as to guarantee that all departments in the organization can execute their tasks, internet connection has to be provided at the stadium. Dedicated networks have to be set up for certain groups/areas.

In total, 4 (four) **dedicated lines** have to be available for specific areas in our events.

The working lines specifications are:

1) BSWW Staff
   - Dedicated for BSWW staff or people working in the event organization

- 10MB upload and download (minimum)
- WIFI for at least 100 devices simultaneously
- WIFI and high-speed LAN connections must be available at the BSWW Offices

2) Media Departament
   Provided the large size of the footpage they work with, the specifications for the media internet line should be:
   - 20MB upload and download (minimum)
   - WIFI all around the venues
   - WIFI and high-speed LAN connections must be available at the media tribune
   - WIFI and high-speed LAN connections must be available at the media center

3) Broadcast / TV Departmet
   - Fiber dedicated internet connection (totally separated from any other internet connections)
   - No less than 50 MB/s symmetric (50 upload & 50 download) via direct wire connection (ethernet cable) from the main router or internet source. With the lowest latency possible, the Ping should never exceed 5ms. BSWW recommends a bandwidth speed of 100MB/s (symmetric)

4) Data Department
   - Dedicated Wireless Connection (via WIFI).
   - No less than 50 symmetric MB/s (50 upload & 50 download) with the lowest latency possible. BSWW recommends a bandwidth speed is of 100 MB/s (symmetric).

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, media, TV and Data lines.

6. FACILITIES/OPERATIONAL AREAS

The LOC shall ensure that ample 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.

6.1. Changing Rooms

6.1.1. Players

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 of 3x3m
- Bench seating or chairs for at least 15 people
- Clothes-hanging facilities or lockers for at least 15 people
- Allow space for one (1) massage table
- Flooring modules

6.1.1. Players Changing Room (showers)

- Sufficient ventilation and lighting (air-conditioning may be required)
- Fridge for beverages
- One (1) bin

The exact number of changing rooms requested will vary depending on the number of participating teams and pitches.

A shower area with four to six (4-6) showers shall be built exclusively for the teams and the referees. This area shall be located inside the perimeter of the stadium and close to the changing rooms and the pitch. At the same time, the privacy of players and referees shall be guaranteed.

6.1.2. Referees' Room

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

- Minimum size of 3x3m
- Bench seating or chairs for at least eight (8) people (depending on the number of referees in the tournament)
- Flooring modules
- Sufficient ventilation and lighting (air-conditioning may be required)
- Massage table
- Fridge for beverages
- Security locks
- One (1) bin

6.1.3. Cheerleaders Room

It shall be available next to the pitch, where the cheerleaders will rest between periods. It should be set up based on the specifications below:

- Minimum size of 3x3m
- Bench seating or chairs for at least six (6) people
- Flooring modules
- Sufficient ventilation and lighting (air-conditioning may be required)
- Fridge for beverages
- Security locks
- One (1) bin

6.1.4. Volunteers' Room

A room for all volunteers and youth program members where they can get changed, leave their belongings and rest when they're not busy. It should be set up following the specifications below:

- Minimum size of 4x4m
- Bench seating or chairs for at least 15 people
- Flooring modules
- Sufficient ventilation and lighting (air-conditioning may be required)
- Fridge for beverages
- Security locks
- One (1) bin

6.1. Changing Rooms

6.2. Players' Tunnel

Depending on the stadium construction, a tunnel for players to exit the pitch can be set up.

It should be at least 3m wide and 2m high to allow for both teams to line up one next to the other. The tunnel opening must be centered in the middle of the pitch, right underneath the VIP tribune. The referees' table (including scoreboard remote and TV monitor) and the 4x0.8m board at the technical area must be easily removable between matches to allow for the players entrance to be in a straight line.

6.2. Players' Tunnel

6.3. Medical Tent

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

It should be located close to the dressing rooms 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 room should be wide enough to allow access for stretchers and wheelchairs. The room should have walls or partitions, which enables it to be divided into two when necessary.

The room should be equipped with:

- Flooring modules
- One (1) examination table
- Two (2) portable stretchers (in addition to those at the pitch-side)
- One (1) glass cabinet for medicines
- One (1) lockable non-glass cabinet
- 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 an ambulance and the medical team on the pitch is mandatory both during the competition and the official trainings. Please refer to the map for exact positioning.

6.4. Working Offices

Two (2) secure and lockable rooms of at least 25sqm should be set up as a working spaces, one (1) space for at least 10 people from BSWW and one (1) space for at least four (4) people from BSWW Competitions. An additional or bigger room should be built for the LOC as well. Each office shall be equipped with:

- Tables and chairs for the amount of people described above
- Electric multi-plugs for the amount of people described above
- One (1) multifunction printer, paper and ink
- Internet connection as described above
- Flooring modules
- One (1) fridge with beverages
- One (1) bin

6.5. Storage Room

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

- Minimum size of 3x3m
- Flooring modules
- Lockable to ensure security

6.6. Media Facilities

6.6.1. Media Centre

An area adjacent to the media tribune to allow media and photographers to work, with the following specifications:

- Roofed to avoid any external light
- A secure, lockable room of at least 60sqm (depending on media numbers)
- Multi-plugs for 20 people
- Furnished with at least 20 working positions consisting of tables/desks and chairs
- Internet connection according to the specifications above
- One (1) multifunction printer, paper and ink

- One (1) bin

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

6.6.1. Media Centre (press conference setup)

6.6.2. Mixed Zone

6.6.2. Mixed Zone

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

- 5.5x2.2m min. print backdrop attached to a solid structure (backdrop design by BSWW)
- Lighting, if necessary

6.6.3. Media Tribune

Described in section 4.3.

6.7. Entertainment Box

The entertainment box will house the DJ, speaker, giant screen content manager and the entertainment manager. They should all have a permanent view of the pitch and grandstands, and spectators should see them from the grandstands too. It is mandatory for their working positions to be roofed in order to avoid electronic devices shutdowns due to heat and/or sun exposure.

There are multiple options for the box positioning:

a) At the VIP platform
b) Underneath the VIP tribune (if the stadium structure allows to)
c) Ground level, at one of the bottom corners of the stadium

A few of the options are illustrated in the site map.

The roofed box/tent should be equipped with:

- Plugs for at least 10 devices
- Two (2) tables
- Four (4) chairs

For more details about the entertainment program, please refer to the BSWW Entertainment Manual.

6.8. Restroom Facilities

Portable restroom facilities including disabled restrooms shall be installed for spectator use. Ensure that there are ample restroom facilities to accommodate the expected number of spectators.

Teams, referees and all people involved in the organization of the event must also have dedicated restrooms.

Please ensure all restrooms are equipped with toilet paper, water and hand soap.

6.8. Restrooms

6.9. Warm-up Pitch

6.9. Warm-up Pitch

Often a match is still running on the main pitch by the time the following teams have to warm up so a warm-up pitch has to be set up for teams.

The warm-up pitch should be fully set up with lines, flags, goalposts and security nets. It should be built in the dimensions of, at least, a small beach soccer pitch (35x26m).

If the amount of space allows, the pitch should be inside the stadium perimeter and close to the changing rooms. On the contrary, the warm-up area can be located outside the stadium perimeter with a maximum of one-minute's walking-distance.

6.10. Players' Seating Area

A section in the main grandstand must be booked for players, referees and volunteers to watch the matches. The dimensions of the area will vary depending on the number of participating teams. The area should be fenced to separate it from the spectators' area and one security guard is needed. The section must have a dedicated access point from the changing rooms area.

Please refer to the site map to see the players' seating area location.

6.11. Watering

Regardless of the weather conditions and type of sand, all beach soccer stadiums shall be sourced with two (2) water pipes, one (1) in each of the bottom corners of the pitch. The pipes must be long enough to enable watering of the full pitch in two (2) minutes.

Please refer to the site map to see the watering positions.

7. 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.

7.1. Site Flow and Accesses

All entrances and exits shall comply with the building and safety codes of the respective host country. Depending on the venue, stadium construction and fencing regulations, the accesses and flows might vary. However, a few dedicated accesses must be granted:

- Without accreditation check:
  - Spectators: if the grandstand access is fenced, two (2) access points must be opened. In stadiums where spectators can directly access the bleachers, at least five (5) staircases should be used as access points. In any case, one (1) security guard must be located at each access to ensure flow control, spectator distribution among the different areas of the bleachers and to close the doors in case of full-house.
  - Spectators with disabilities must be granted an easy access to the platform (either on the grandstand or on pitch level) through a ramp or flooring. The LOC must ensure the site design and construction complies with all national regulations and laws related to the access for spectators with disabilities.

- With accreditation check:
  - Players: as close as possible to the team bus drop-off area. Referees, staff, volunteers, medical and cheerleaders will also use this entrance. Due to overcrowding, this access is subject to reinforced security measures.
  - VIP: as close as possible to the VIP tribune staircase or the VIP platform. The path should be floored.
  - Media: normally, they use the same entrance as the VIPs. Once inside, the path should lead to the Media Centre and Media Tribune.
  - Players' Seating Area: to ensure only players, referees, volunteers, services and staff can access and exit the reserved area.

All fencing and entry possibilities are drawn in the site map together with the security guards position.

All access points must be correctly indicated from the outside with signage. The spectators' entrance requires special signage to attract people, therefore big arches or other structures are recommended.

7.1. Site Flow and Accesses (entrance arch and way-finding signage)

7.2. Accreditation Plan

The LOC must print accreditation badges to identify the different groups of people that need access to controlled areas. The groups are:

- Players
- Referees
- Organization/Staff
- Services
- Media
- TV
- VIP: non-transferable wristbands with different colours each day is the preferred system.
- Youth Program: non-transferable wristbands with the same colours each day is the preferred system.

7.2. Accreditation Plan (security check panel)

In parallel, a security check panel must be printed and customized per each access point to facilitate the security guard's task.

7.3. 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.

All basic security positions are marked in the site map.

8. TV

Although some information about TV requirements is provided below, a full TV Manual is available for more accurate information. Please ask the BSWW TV Manager.

8.1. Camera Plan

Please check the site plan for exact camera, TV towers and Commentary Box positioning.

8.2. TV Camera Towers and Platforms

- Main Camera Tower (Cameras 1 and 2)

  Cameras 1 and 2 are located on top of a TV tower to be built in the VIP tribune or platform, in a position that has to be aligned with the center of the pitch and grant full visibility of the bottom pitch touchline from camera 1 and 2 at all times.

  As per BSWW's standard stadium measurements, the TV tower must be 8m high. However, the final height of the tower will depend of its distance from the pitch and bottom touchline and will be determined by the TV production company. In any case, camera 1 and 2 do always need to be at an angle of 30 to 35º to the bottom pitch touchline. The tower must be topped with a flat platform of, at least, 3x3m.

  The structure shall be totally independent from the rest of the VIP tribune and platform in order to avoid any vibration caused by the guests' movement by walking on the staircases or platform.

  Non-branded umbrellas might be necessary at the top of the tower to protect camera 1 & 2 from the sun and extreme heat conditions.

  See an example picture of the TV Tower in section 4.3

8.2. TV Camera Towers and Platforms (Main Camera Tower)

- Crane Camera Platform

  A camera platform large enough to sit the crane camera may be requested by TV production companies. The size of the platform and its exact location shall be decided by the event organizer and the TV production company.

  Please bear in mind that the space behind the goals (between the advertising boards and the grandstand structure) shall be of 2.5m at the crane camera side.

8.3. TV Commentary Box

A dedicated space should be set up for TV commentators to be positioned. It should have full visibility of the pitch and the stadium. Soundproof cabins are not mandatory but would be appreciated.

The box can be located either inside the TV Tower structure, the light tower structure or at the top of the media tribune.

Tables and chairs as well as plugs and internet connection must be sourced (exact numbers will depend on the number of TV commentators onsite).

See an example picture of the TV Commentary Box in section 4.3.

8.4. TV Compound

The TV production company will set up a full TV compound, which may vary in size depending on the company but will always be composed of the following (not limited to):

- Satellite
- OB Van
- SNG or satellite uplink

The LOC must ensure there is a reserved area of 60sqm, either inside the stadium perimeter or outside, to park the vehicles for the TV production. In case the TV compound is set up outside the stadium perimeter, it can't be further than 50m in distance from the stadium.

9. STADIUM DECORATION

In order to meet the standards of a professional event, stadiums shall be dressed (at specified levels depending on budget, contracts, etc.). The main objective with stadium decoration is to give onsite spectators and TV/online viewers a pleasing aesthetic. However, decoration does sometimes also help in achieving security and recognition goals.

Although each event budget is different, BSWW 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.

While some of the items listed below are mandatory, other are only recommendations. Please check with the Event Marketing Manager for more information.

BSWW will support local organizers with all the designs.

9.1. Outside

Decoration concerns all structures and items that can be seen from outside and therefore affects the public perception of the event.

- Grandstand wrapping: it can be done in one colour, branded with the event look or even branded by a premium sponsor
- Fence wrapping
- Spectators' entrance arch (picture in section 7.1)
- Way-finding signage (picture in section 7.1)
- Signage
- Welcome desk

9.1. Outside (grandstand wrapping)

9.1. Outside (low fence wrapping and signage)

9.1. Outside (welcome desk)

9.1. Outside (high fence wrapping)

9.2. Inside

Decoration also concerns all structures and items seen on TV and therefore it is crucial for the perception of the event globally.

- Grandstand and staircase wrapping (the parts seen from the inside)
- Tower wrapping: TV tower, giant screen frame, light towers (see pictures in section 4.3. and 5.3.)

9.2. Inside (backside of the advertising boards)

9.2. Inside (Third line)

- Signage (see picture in section 9.1.)
- Backside of the advertising boards
- Ball stand - plinth
- Third line
- Entertainment Box
- Players' Tunnel (see pictures in section 6.2.)

9.2. Inside (ball stand)

10. AWARDS CEREMONY

Although the awards ceremony is considered the closing celebration of the event, it requires the attention and participation of many people: the DJ, speaker, volunteers, hostesses, VIPs, all BSWW staff, etc.

Teams (and players individually) are awarded according to their performances. The Competitions Committee decides on the individual awards.

Provided that media will capture the ceremony and it is broadcast live on TV, it must be set up in a nice way. The setup can't take longer than five (5) minutes and will always be lead by the General Coordinator (GC) and the Marketing Manager.

The ceremony always takes place on one side of the pitch (usually, opposite to the crane camera), and the Marketing Manager will confirm the positioning of the various items.

The items needed for an awards ceremony are:

- Sound (DJ and speaker)
- One (1) backdrop of 5.5x2.2m minimum in a single piece (the mixed zone one can be used)
- Poles and ropes
- One (1) table and table cloth
- Trophies (number and design subject to agreement between the LOC and BSWW)
- Red carpet
- Confetti

Note: depending on the direction of the sun, the ceremony will normally take place on the right-side goalpost to ensure the cameras can record it correctly. The setup can easily be mirrored on the opposite side if required.

10. Awards Ceremony (layout)

10. Awards Ceremony (setup exemple)

11. RECOMMENDED SUPPLIERS

11.1. Stadium

11.1.1. Permanent Stadium

Pakar Seating
www.pakar-seating.com

Nussli

11.1.2. Temporary Stadium

Arena Group
http://arenagroup.com

Nussli

11.2. Sand

11.2.1. Sand Quality Advisor

Hutcheson Technical & Soil Services

11.3. Goalposts, Lines and Flags

Akertime

11.4. Digital Scoreboard

Bodet

11.5. Analogical scoreboard supplier

Akertime