

2021



# GFA COMPETITION MANUAL

GUAM FOOTBALL ASSOCIATION

EDITION 2021



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# GENERAL SECRETARY'S MESSAGE

*Hafa Adai!*

Welcome to the first-ever edition of the Guam Football Association Competition Operations Manual.

As Guam Football Association embarks on a more professional trajectory in all of its operations, the creation of this manual has become increasingly necessary as the number of domestic competitions and tournaments in Guam continues to grow to meet the demands of our registered players.



The main purpose of this manual is to provide guidance for consistent operations in our competitions, as well as be a resource to assist clubs in their development to meet club licensing requirements. I would like to recognize members of the Guam Football Association Competitions department for doing the research, as well as applying experience as an organizing body, in finalizing details in this manual.

In closing, I would like to thank you for taking the time to review this manual and apply its concepts. We've delivered exciting leagues and events in the past, and we look forward to continue moving forward and upward to elevate the level of football in Guam. The organization's executives and staff, as well as all other stakeholders, continue to play an important role in improving our football landscape and developing a football culture that inspires the next generations to take part in the beautiful game.

*Marvin A. Iseke*

Marvin "Ike" Iseke  
GFA General Secretary

## PREAMBLE

This Competition Operations Manual ('Manual') sets out the operational responsibilities of GFA and relevant Host Organization in relation to the staging, organizing, and hosting of all GFA football competitions.

This Manual shall be read in conjunction with the specific competition regulations and circulars of each GFA football competition and any Organization Association Agreement ("OAA"). This Manual forms an integral part of any such competition regulations, circulars and/or OAA. Failure to comply with any matter set out within the Manual is an offence and may be sanctioned accordingly by the GFA Disciplinary and Ethics Committee.

In the event of a conflict between the Manual and any such competition regulations, circulars and/or OAA, those competition regulations, circulars and/or OAA shall always prevail to the extent of the inconsistency. Only a GFA Committee (or GFA judicial body where such matter arises in the context of disciplinary action) may make a determination regarding any such inconsistency.

No part of this Manual may be reproduced or transmitted by any process or means without the prior written consent of the GFA.

The GFA Competitions Committee in its meeting on 31 JULY 2019 granted a mandate to the GFA General Secretariat to amend the content within the Manual at its discretion. Should the GFA General Secretariat undertake any amendments, it shall inform all relevant parties by Circular letter accordingly. The Circular letter shall clearly state the date that such amendments come into force and are legally binding.

***This is the First Edition (2021 Edition). Highlighted in yellow are changes were made.***



## **DEFINITIONS**

In this Competition Operations Manual, capitalized terms shall have the following meanings, unless the context specifically indicates otherwise:

<b>Accommodations</b>	Any location approved by the GFA which provides accommodation to the GFA Delegations, Team Official Delegations, GFA Commercial Rights Partner, and Official Licensees.
<b>Accreditation Card</b>	Any physical item which is issued by the GFA and/or Host Organization which provides the recipient the right to access a Controlled Access Area (or part thereof) where the Controlled Access Area is under the control of GFA or the Host Organization.
<b>Advertising Rights</b>	The right to promote brand and/or corporate names and/or products and/or services at and/or in relation to the Competition by whatever means available, whether existing now/or to be developed in the future, whether at the Stadium or Facility Areas or within the Controlled Access Area, in association with the Competition Marks and/or GFA Marks, by in-stadium/out-stadium perimeter signage and other advertising, digital signage and screens, closed circuit television, equipment usage or other methods and through printed matter (including digitally delivered printed matter) such as programs, posters, letterheads, press releases, newsletters and tickets, and subject to any GFA regulations, the right to display such advertising on the clothing or footwear worn, or on any equipment used, carried or transported by officials (including for the avoidance of doubt Match Officials), medical and security staff, ball kids, player escorts, flag bearers and/or photographers. The display of the name and/or logo of the bonds fide supplier of clothing on the strip of the uniforms of the officials are also included. For the avoidance of doubt, advertising on the strip of Participating Players is excluded, other than where it is the trade mark of the bonds fide manufacturer and is in accordance with any FIFA and/or AFC regulations. Similarly, branding on any equipment, good and/or services used in connection with the Competition, save where supplied by an Official License, may only include customary branding of the bona fide manufacturer and may not be associated in any way with the Commercial Rights.
<b>GFA Commercial Rights Partner</b>	The entity appointed by the AFC for the Sale of Commercial Rights (or any part thereof) and the provision of services in relation thereto.
<b>GFA Committee</b>	Any Committee of the AFC as constituted in accordance with the GFA Statues.
<b>GFA Organizing Committee</b>	The GFA's Internal organizing committee for the Competitions Which has been appointed in accordance with the GFA Statutes, and which has ultimate authority over all matters relating to the organization of the Competition.

**GFA Delegation**

- (i.) GFA staff,
- (ii.) Match Officials;
- (iii.) Other officials appointed by the GFA;
- (iv.) GFA Committee members; and
- (v.) GFA guests,

**GFA Marks**

All design marks, slogans, designations, names, logos, insignia, emblems or devices (in any application) owned and/or controlled by the GFA (in any language) relating to the GFA itself, but excluding the Competition Marks.

**GFA Website**

The domain <http://guamfa.com> owned by GFA, including without limitation all other domains or official media platform and channels created and/or owned by GFA (e.g. Facebook, YouTube, Twitter, etc.)

**Away Goals Rule**

At the end of the second Match played in a knockout home and away format, if the Participating Teams have scored the same number of goals across both Matches, the Participating Team which has scored the higher number of goals away from home shall be declared the winner.

**Broad Cast Licensee**

Any entity, including the Host Broadcaster, which has been granted the Media Rights from GFA or GFA Commercial Rights Partner for the Competition.

**Champion**

The Participating Team that wins the final Match of the Competition.

**Clean Stadium**

A Stadium of Official Training Site whether inside, in the air space it the outer perimeter, delivered to GFA at a prescribed time, which is free from:

- (i.) Any advertising and commercial signage of any kind, whether on any stadium infrastructure, staff uniforms, accreditations, fences, equipment or elsewhere;
- (ii.) Their party agreements relating to the use and operation of the Stadium (or part thereof,) and/or
- (iii.) Stadium or venue name rights.

**Club**

A professional it an amateur club which participates in Leagues or competitions under the auspices of a Football Association.

**Commercial Rights**

Advertising Rights, Concession Rights, Hospitality Rights, Image Rights, Media Rights Merchandise Rights, Promotional Rights, Sponsorship Rights, and Travel and Tour Rights.

**Competition**

An GFA competition for which Regulations have been promulgated by the GFA Executive Committee, which includes without limitation, all Matches as set out in the Match Schedule, all qualifying Matches, all activities on the Field of Play (other

than Matches), opening ceremonies, presentation or closing ceremonies, press conferences or Official Functions connected therewith.

<b>Competition Data</b>	Any and all information related to the Competition, including fixture lists, Image rights, information and/or statistics about their participation and/or performance in the Competition, Match analysis, Referee decisions, and any other information in relation to the Competition.
<b>Competition Marks</b>	All design marks, slogans, designation, names, logos, insignia, emblems, mascot or devise (in any application) owned and/or controlled by the GFA (in any language) relating to the Competition.
<b>Competition Title</b>	“(name of Competition)” or any variation thereof as advised and adopted by GFA and expressly set out in the Regulations.
<b>Competition Website</b>	The official website of the Competition with a dedicated URL including without limitation all other domains or official media platforms and channels of the Competition created and/or owned by GFA (e.g. Facebook, YouTube, Twitter, etc.)
<b>Complimentary Tickets</b>	Tickets which are supplied without charge.
<b>Concession Rights</b>	Sampling, vending, display and other distribution methods and payment methods connected therewith for and products or services, including purge rights at the Stadium and Facility Areas.

**Controlled Access Area**

- (i.) Any Stadium;
- (ii.) Any Official Training Site;
- (iii.) Any official hotel (public areas being excepted), subject to and the extent Agreed in any executed hotel agreement;
- (iv.) Any official exclusion zone encircling a Stadium on a Match day;
- (v.) Any official parking area, accreditation center, International Broadcast Compound, and/or hospitality area;
- (vi.) The venue of any Official Function;
- (vii.) Facility Area; and/or
- (viii.) Any other location and/or facility designated by the GFA as a Controlled Access Area, associated to the Competition to which access is permitted only to those in possession of Accreditation Card, Ticket, and/or other officially-sanctioned entry permit.

<b>Extra Time</b>	Two (2) equal periods (one [1] period for beach soccer) of additional time which shall be played in accordance with this Manual should there be no winner at the conclusion of a Match.
<b>Facility Areas</b>	The location of Official Functions, ceremonies, press centers, ticket offices, competition hotels, media area (including without limitation areas used for viewing of any public exhibition), sponsor village areas (including without limitation “GFA fan park” areas, and areas used for the activation of the Commercial Tight), official hospitality areas (including without limitation areas used for the exploitation of the Hospitality Rights), and information centers controlled by or on behalf of GFA and used in connection with the Competition whether at the Stadium or elsewhere at the Venues.
<b>Field of Play</b>	The area described in Law 1 of the Laws of the Game issued by The International Football Association Board (IFAB) and administered by FIFA. For the purposes of this Manual, and provided the context so requires, references to the Field of Play shall include the “pitch” area described in Law 1 of the Futsal Laws of the Game and the Beach Soccer Law of the Game.
<b>FIFA</b>	The Federation International de Football Association.
<b>Finials</b>	The final round of the Competition as defined in the Competition Regulations.
<b>Football Association</b>	The controlling body for football with in a country or territory recognized by the AFC.
<b>Force Majeure</b>	Any event affecting the performance of any provision of this manual arising from or attributable to acts, events, omissions or accidents which are beyond the reasonable control of a party, and shall include but not be limited to abnormally inclement weather, flood, lighting, storm, fire, explosion, earthquake, structural damage, epidemic or other natural disaster, failure or shortage of power supplies, war, terrorist action, military operations, riot, crowd disorder, strike, lock-outs or other industrial action, or civil commotion.
<b>Hospitality Rights</b>	The opportunity to offer and sell hospitality and entertainment facilities at the Venues or with in the Controlled Access Areas in combination with the Tickets as may be purchased from the Host Association whether such facilities are in boxes, marquees or otherwise, but excluding those private facilities reserved for GFA officials and its guests not forming part of the Commercial Rights.
<b>Host City</b>	Any city and/or identifiable metropolitan area in which any Match is staged.
<b>Host Organization</b>	A Member club approved by GFA to organize, stage, and host Matches.

<b>Image Rights</b>	The right to use still and/or moving images and/or representations of images of broadcast signals of the Matches and other events of the Competition, and the provision of all related services in accordance with the Media Rights.
<b>Kicks from the Penalty Mark</b>	“Kicks from the Penalty Mark” (“Kicks from the Imaginary Penalty Mark” for beach soccer) as describe in the Laws of the Game.
<b>Laws of the Game</b>	The laws of association football issued by the IFAB. For the purposes of this Manual, and provided the context so requires, references to the Laws of the Game shall include the Futsal Laws of the Game and the Beach Soccer Laws of the Game.
<b>Match</b>	<p>A football match in its entirety (including a replayed and/or deferred football match, Extra Time and Kick from the Penalty Mark) which takes place as part of the Competition in accordance with the Match Schedule.</p> <p>For the avoidance of doubt, a Match formally commences when the Stadium is officially opened to spectators and formally concludes when the Stadium is officially closed the spectators.</p>
<b>Match Officials</b>	Any individual appointed to officiate a Match in the Competition in the role of referee, assistant referee, fourth official or fifth official, and the appointed Referee Assessor(s).
<b>Match Schedule</b>	The official schedule which sets out, without limitation, the dates and times on which Matches will be played, the Stadium at which the Matches will be played, and the names of the Participating Teams.
<b>Media</b>	Any individual granted a media Accreditation Card by the GFA.
<b>Media Access Area</b>	The designated area(s) for access by Media with valid Accreditation Cards.
<b>Media Rights</b>	The right and license to produce, edit and transmit, for intelligible reception throughout the world in any language and in any format, and on any platform including film, fixed media, digital media, games, internet, public exhibition, radio, mobile, and television, a visual, audio-visual, and/or audio signal and/or image or recording (including without limitation the basic feed, multi feeds, additional feeds, audio feeds, a feed incorporating Competition Data, world feed, and unilateral feeds) of the Competition, and all interview activities and action during and forming part of the Competition including Official Functions and the Image Rights by any and all means of transmission distribution, exhibition and reception, now existing or hereafter developed including but not limited to analogue, digital, satellite cable, and interactive communication system, on live, delayed, and unlimited repeat basis, in part (including without limitation by way of clips and/or

highlights and/or support programs and/or magazine shows and/or news access), and all rights to exploit any and all commercial opportunities (including for example broadcast sponsorship and commercial airtime opportunities) arising from and/or in connection with such rights.

<b>Member Club</b>	A Club which is a member of GFA
<b>Merchandise Rights</b>	The right granted to Official Licensees for the use and exploitation of the Competition Marks and/or official designation in the manufacture, packing, distribution, and sale of goods and services of all kinds, including items of equipment (i.e. footballs), clothing, coins, medals, games (electronic or otherwise), other collectibles and premiums related to the Competition.
<b>Official Function</b>	<p>Any event which is officially organized or sanctioned by GFA in connection with the Competition.</p> <p>For the avoidance of doubt, this expressly includes, without limitation, all matches and/or events held at Official Training Sites, the opening ceremony, the closing ceremony, any GFA gala dinner, lunch, or banquet, cultural events, official press conferences, and launch event</p>
<b>Official Licensee</b>	Any entity to which GFA and the GFA Commercial Rights Partner has granted the right to exercise and exploit the Commercial Rights (or any part thereof) in respect of the Competition.
<b>Official Training Site</b>	Any site designated by the Host Organization and approved by GFA for used by the Participating Teams throughout the duration of the Competition for training purposes.
<b>Participating Official</b>	Any official who is registered to participate in the Competition.
<b>Participating Player</b>	Any player who registered to participate in the Competition.
<b>Participating Team</b>	Any representative team or Club affiliated to a Member Association Approved to participate in a Competition.
<b>Public Exhibition</b>	Viewing by, an audience on a screen and or television set and/or radio receiver located anywhere in cinemas, bars, restaurants, stadia, offices, construction sites, oil rigs, water borne vessels, buses, trains, planes, armed service establishments, educational establishment, hospitals and any other place other than a private dwelling; and all rights to organize and stage any event where an audience may view such transmission(s) (whether or not such viewing is open to the general public or otherwise); and all rights to exploit any and all commercial opportunities

(including without limitation and for example, entrance fee, sponsorship, merchandising, broadcast sponsorship and supplier opportunities) arising from and/or in connection with such events, transmission and/or viewing.

<b>Qualifiers</b>	The qualifying rounds of a Competition as defined in the Regulations.
<b>Regulations</b>	The Competition Regulations for a Competition promulgated by GFA Executive Committee.
<b>Runner Up</b>	The Participating Team that loses the final Matches of the Competition.
<b>Sponsorship</b>	The rights in any and all media, throughout the world, and in all languages, to promote an association between the Competition and certain products, services, and/or brands, and shall include (by way of illustration only) the exclusive right to exercise rights of association with the Competition, including without limitation the right to (a) use an official designation; (b) use the AFC Marks and/or applicable Competition Marks or branded products and/or products packaging (including Premiums, and in relation to the Competition Marks only on items for retail sale) and/or advertising; (c) receive commercial program Tickets, and (d) receive broadcast sponsorship opportunities in connections with broadcast if a Match or Official Function.
<b>Stadium</b>	<p>Any Stadium at which a Match is played. For the avoidance of doubt, this includes:</p> <ul style="list-style-type: none"><li>(i.) The entire premises (to the extent that a valid Accreditation Card or Ticket is required in order to gain access) of a stadium facility inside the outer stadium perimeter fences and (on Match days and any day on which any officials training takes place within the stadium), the aerial space above such stadium premises;</li><li>(ii.) Parking facilities;</li><li>(iii.) VIP and hospitality areas;</li><li>(iv.) The Media tribune;</li><li>(v.) Concessions areas;</li><li>(vi.) Commercial display areas;</li><li>(vii.) Buildings;</li><li>(viii.) The Field of Play;</li><li>(ix.) Any broadcast compound or stadium media center;</li><li>(x.) Any stands; and;</li><li>(xi.) Any areas beneath the stands.</li></ul> <p>For the purposes of this Manual, and provided the context so requires, references to the Stadium shall include the “indoor stadium” for futsal and “arena” for beach soccer</p>
<b>Territory</b>	Worldwide unless otherwise define in the Regulations.

<b>Team Official Delegation</b>	<b>1. <u>Competition systems played in a home and away format</u></b>
	The final-registered delegation of a Participating Team for the duration of the relevant stage of the Competition subject to the limits set out in the Regulations.
	<b>2. <u>Competition systems played in a centralized format</u></b>
	The final-registered delegation of a Participating Team for the duration of the relevant stage of the Competition subject to the limits set out in the Regulations.
<b>Ticket</b>	A pass providing access to a venue for the purpose of attending a Match, Official Training or Official Function.
<b>Ticketing</b>	All operational measures to provide Tickets to all spectators of every Match and for Official Functions of the Competition allowing them to enter the Stadium of a Venue. Ticketing shall include the management of the operation necessary of the production, delivery and payment of the Tickets of the Competition.
<b>Travel and Tour</b>	The right to organized and/or sub-license official travel and tour activities in relation to the Competition, which travel and tour activities shall, for the avoidance of doubt, include the provision of Tickets to a Match and/or Official Function of the Competition.
<b>Venue</b>	The Host City and immediate surrounding area in which a Stadium is located.

**For the purposes of this Manual, and provided the context so permits:**

- (a) The singular shall include the plural and vice-versa;
- (b) The feminine gender shall include the masculine and vice-versa;
- (c) Reference to natural persons shall include any legal person or corporation;
- (d) References to GFA shall include its successors and permitted assigns and, in relation to the availability of the Commercial Rights, its respective Member Clubs and GFA Committees;
- (e) Reference to GFA Commercial Rights Partner or Official Licensees shall include where advise by GFA, its successors, and permitted assigns and, in relation to the exercise and exportation of the Commercial Rights; and
- (f) All defined terms, unless otherwise stated herein shall bear the same meaning as ascribed in the GFA Statutes, unless the context indicated otherwise.



# **SECTION 1: TECHNICAL OPERATIONS**

## **1. Competition System**

- 1.1 Should the competition system involve a group stage, at the conclusion of each Match:
  - 1.1.1 Three (3) points shall be awarded to the winner;
  - 1.1.2 One (1) point shall be awarded to each Participating Team for a draw; and
  - 1.1.3 Zero (0) points shall be awarded to the loser.
- 1.2 Should the competition system require the best-ranked Participating Team from among different groups to advance, the ranking shall be determined by the method set out at Appendix 2 of the Manual.
- 1.3 All Kick-off times shall ensure that the match concludes on the same day (the latest at 22:00 hours), unless otherwise approved by GFA.

## **2. Matches Played in Accordance with the Laws of the Game**

- 2.1 All Matches shall be played in accordance with the Laws of the Game laid down by the IFAB and published by FIFA.
- 2.2 In case of any discrepancy in the interpretation of the Laws of the Game, the English version shall prevail and is authoritative.
- 2.3 Only three (3) substitutes listed on a 'Match Starting List' may take part in a Match. Any Participating Player who has been substituted may take no further part in that Match. Please refer to Competition Regulations regarding specifics on Substitution.
- 2.4 At any stage of a Match, if a Participating Team is only able to field fewer than seven (7) players the Match shall be abandoned and Article 8.3 shall apply.

## **3. Duration of Matches**

- 3.1 Each Match shall last ninety (90) minutes, comprising of two (2) periods of forty-five (45) minutes (normal playing time) or otherwise stated in the Competition Regulation Matches shall start at the time set out in the Match Schedule.
- 3.2 There shall be an interval of fifteen (15) minutes between the periods, commencing from the whistle ending the first period and ending upon the whistle starting the second period

#### **4. Delay of Kick-off**

- 4.1 A Participating Team that causes a delay of any scheduled kickoff of a Match (as determined by the Official Countdown or Competition Rules and Regulations) maybe sanctioned by the GFA Disciplinary and Ethics Committee in its discretion.
- 4.2 For the avoidance of doubt, this includes the kickoff to commence the first period and second period of a Match, and if applicable, the kickoff to commence the first period and second period of Extra Time.

#### **5. Extra time**

- 5.1 In case that Extra Time is applied, it shall consist of two (2) periods of fifteen (15) minutes (or determined by Competition Rules and Regulations), with an interval of five (5) minutes at the end of normal play time, as well as a short drinks break, not exceeding one (1) minute, at the end of half-time in Extra Time.

#### **6. Determining the Winner by Kicks form the Penalty Mark**

- 6.1 Where the Regulations provide, if a Match is level after Extra Time, kicks from the Penalty Mark shall be taken to determine the winner, in accordance with the procedures described in the Laws of the Game.
- 6.2 If Kicks from the Penalty Mark cannot be completed because of weather conditions or for any Force Majeure reason, the result shall be decided by the drawing of lots by the Referee in the presence of the GFA Match Commissioner and the two (2) captains of the Participating Teams.
- 6.3 If through the fault of a Participating Team the Kicks from the Penalty Mark cannot be completed, the Article on "*Withdrawal after Commencement of the Competition*" in the relevant Regulations shall apply.

#### **7. Cancellation of Matches**

- 7.1 If a Match cannot commence for any reason, the following procedure shall be followed, should the Match not be cancelled prior to Match day:
  - 7.1.1 The Match must be delayed for a minimum of thirty (30) minutes. During this delay, the Referee may decide that the Match can commence prior to the completion of the delay;
  - 7.1.2 Following the first delay either:
    - 7.1.2.1 An Additional delay of thirty (30) minutes shall occur if in the discretion of the Referee this second delay may allow the Match to commence; or
    - 7.1.2.2 The Match is declared cancelled by the Referee;

- 7.1.3 Following two (2) delays of thirty (30) minutes, the Referee must declare the Match cancelled.

## **8. Abandonment of Matches**

- 8.1 If a Match is stopped by the Referee for any other reason except for that set out in Article 2.4, the following procedure shall be followed:
  - 8.1.1 The Match is stopped for thirty (30) minutes. During this stoppage, the Referee may decide that the Match can commence prior to the completion of the stoppage;
  - 8.1.2 Subsequent to the first stoppage, either:
    - 8.1.2.1 An additional stoppage for thirty (30) minutes shall occur if in the discretion of the Referee this second stoppage allow the Match to be resumed; or
    - 8.1.2.2 The Match is declared abandoned by the Referee;
  - 8.1.3 Following two (2) stoppage of twenty (20) minutes, the Referee must declare the Match abandoned.
- 8.2 Should GFA determine that an abandoned Match should be rescheduled and completed, the following principles shall apply;
  - 8.2.1 The Match shall recommence with the same score at the minute at which play was interrupted rather than being replayed in full;
  - 8.2.2 The Match shall recommence with the same Participating Players on the Field of Play and same substitutes at the time it was initially abandoned;
  - 8.2.3 No additional substitutes at the time it was initially abandoned;
  - 8.2.4 The Participating Team may only make the number of substitutions to which they were still entitled when the Match was abandoned;
  - 8.2.5 Any Participating Player sent off during the abandoned Match cannot be replaced;
  - 8.2.6 Any sanction imposed before the Match was abandoned remain valid for the remainder of the rescheduled Match;
  - 8.2.7 The kick-off time, date and Stadium of the re-scheduled Match shall be decided by GFA; and
  - 8.2.8 Any other matters not set out above shall be decided by GFA in its sole discretion.

8.2.9 If a match is terminated after the halftime: match is considered final.

- 8.3 If a Match is stopped by the Referee before the end of normal playing time or during any Extra Time as a result of a Participating Team being able to only field fewer than seven (7) Participating Players, the Match shall be declared abandoned and the Participating Team who is able to field more than seven (7) Participating Player shall be declared the winner by the score 3-0, or the score at the time of abandonment, whichever is higher.

## **9. Match Interruption**

- 9.1 The Referee can interrupt a Match if the Field of Play is not fit or for any other issues which are not in line with the Laws of the Game.
- 9.2 The GFA General Coordinator and/or GFA Match Commissioner may, after consulting with the Local Organizing Committee responsible and/ or GFA Security Officer advise the Referee to suspend the Match in the event that safety and security is not guaranteed in the Stadium and/or there exists potential danger to the Participating Team and/or spectators.
- 9.3 If a Match is suspended before the completion of normal playing time or Extra Time, the following recommendations are to be considered to the nature of incident. A Match shall restart at the same minute when it was suspended:
- 9.3.1 Suspended for up to 15 minutes: The Participating Team should stay on at Field of Play subject to the nature of the suspension:
- 9.3.2 Suspension for 15 – 30 minutes: The Participating Team should go to the team dressing rooms. They should be allowed to have ten (10) minutes warm up before the restart of the Match. A ten (10) minute warning shall be given to all the parties involved (e.g. Participating Teams, Match Officials, spectators, Broadcast Licensees, Media).
- 9.3.3 Suspension for more than 30 minutes: The Participating Teams should go to the team dressing rooms. They should be allowed to have twenty (20) minutes warm up before restart of the Match. A twenty (20) minute warning shall be given to all the parties involved (e.g. Participating Team, Match Officials, spectators, Broadcast Licensees, Media).
- 9.3.4 Suspension for more than 60 minutes: The Match may be considered appropriate to be abandoned, subject to the situation. After the final decision is made, the GFA General Coordinator and/or GFA Match Commissioner should inform the Participating Teams prior to any other parties.

## **10. Stadium**

- 10.1 Unless stipulated otherwise in the Regulations, Matches must be played in a Stadium which complies with:

- 10.1.1 GFA Stadium Regulations
  - 10.1.2 GFA Safety and Security Regulations; and
  - 10.1.3 Any other safety and security standards issued by or contained within relevant GFA guidelines, directives, or circulars.
- 10.2 Stadia to be utilized shall be nominated by the Host Organization(s) and are subject to inspection and confirmation by GFA.
- 10.2.1 GFA reserves the right to refuse the nomination of any Stadium and require a Host Organization to nominate an alternate Stadium.
- 10.3 If at any time during the Competition the GFA General Secretariat deems that, for whatever reason, a Stadium is not fit to host a Match, it shall consult with the relevant Host Organization and propose an alternate Stadium. Should such Host Organization not be able to propose an acceptable alternative Stadium by the deadline set by the GFA, the GFA General Secretariat may select an alternative neutral venue. The Host Organization concerned, at its own cost, must organize and stage the Match in cooperation with the Member Association on whose territory the Match is played, in accordance with the requirements set out in the relevant Competition regulations and any other relevant GFA guidelines, directives or circulars (cf. Appendix 19).
- 10.4 Smoking is strictly prohibited within any section of the Stadium, and in particular, in the technical area, the vicinity of the Field of Play, the spectator stands, or within competition areas which includes, without limitation, the team dressing room, For Stadiums with designated smoking areas, such areas must be approved by GFA in advance.
- 10.5 The use of drones or any flying object in the vicinity of the stadium at Matches or Official Training Site; and
- 10.5.1 The use of drones shall include being flown above the perimeter of a Stadium or an Official Training Site;
  - 10.5.2 The Host Organization(s) shall be liable for drones being flown by spectators, media and broadcasting representatives and/or any other individual regardless on the question of culpable conduct or culpable oversight.
- 10.6 The use of any pyrotechnics, regardless of such use, is strictly prohibited within the Stadiums.

## **11. Field of Play**

- 11.1 Each Host Organization shall ensure that the Field of Play is in playable condition.

- 11.2 The GFA General Coordinator and/or GFA Match Commissioner will inspect each Stadium prior to the Match and ensure that all arrangements are in accordance with the Laws of the Game. If the conditions of the Field of Play including the dimension of the goal and field are not in accordance with the Laws of the Game, the GFA Match Commissioner shall issue instructions for the Host Organization to ensure rectification.
- 11.3 All Matches shall be played on a Field of Play in accordance with the Laws of the Game.
- 11.4 If there is any doubt regarding the condition of the condition of the Field of Play prior to the Match, the Referee shall decide whether the field of Play is playable. If the Referee declares that the Match cannot commence on time, Article 7 shall apply.

## **12. Team Bench and Technical Area**

- 12.1 Participating Officials must wear their Accreditation Card at all times. Participating Players should be able to show their Accreditation Card when they enter to the Field of Play area and on the team bench if they are requested.
- 12.2 All individuals on the team bench must wear kit that contrasts with kit of the Participating Players and Match Officials present on the Field of Play. This kit must comply with the GFA Equipment Regulations.
- 12.3 'Team A' shall occupy the team bench on the left when facing the Field of Play from the Fourth Official bench.
- 12.4 Players (including substitutes/substituted and sent off players) are not permitted to wear or use any form of electronic or communication equipment (except where EPTS is allowed). The use of any form of electronic communication by team officials is permitted where it directly related to player welfare of safety or for tactical/coaching reasons but only small, mobile, hand-held equipment (e.g. microphone, headphone, ear-piece, mobile phone/smartphone, smartwatch, tablet, and laptop) may be used. A team official who uses unauthorized equipment or who behaves in an inappropriate manner as a result of the use of electronic or communication equipment will be dismissed from the technical area. The use of Electronic Performance and Tracking Systems (EPTS) must be in line with Appendix 21.
- 12.5 Non-selected Participating Players, and Participating Officials part of a Team Official Delegation but not listed in 'Officials on the Team Bench List' are not permitted to enter the Field of Play and/or sit on the team bench. They may sit at the designated area in the stand for Team Official Delegations
- 12.5.1 Appendix 15 sets out the restrictions that apply inside the Controlled Access Areas for Players and Officials who have been expelled or are serving a Match suspension.

### **13. Warming up and Cool down**

#### **13.1 Before a Match**

13.1.1 Each Participating Team shall be entitled to warm-up on the Field of Play before a Match if the weather and/or pitch condition permits. Such warm-up should not affect the condition of the Field of Play during the Match. GFA may shorten or cancel the warm-up, if it may severely affect playing conditions during the Match.

13.1.2 The warm-up shall strictly commence fifty (50) minutes prior to kick off until twenty (20) minutes prior to kickoff, unless otherwise instructed by GFA.

#### **13.2 During a Match**

13.2.1 If there is adequate space behind the goal, the warm-up area shall be located behind the goal on the side closest to the team benches as designated by GFA. The surface of the warm-up area shall be similar to the playing surface which is preferably natural grass or high-quality artificial turf. These warm-up areas are recommended to be 3m to 6m wide 18m to 24m long (A).

13.2.1.1 Maximum six (6) Participating Players from each Participating Team may warm-up simultaneously, assisted by maximum two (2) officials per Participating Team.

13.2.2 If there is insufficient space behind the goals, both Participating Teams shall warm-up together behind Assistant Referee 1 beside the Team B bench, within the area as designated by the GFA (B). The surface of the warm-up area shall be similar to the playing surface which is preferably natural grass or high-quality artificial turf. This warm-up area is recommended to be 3m to 6m wide by 18m to 24m long.

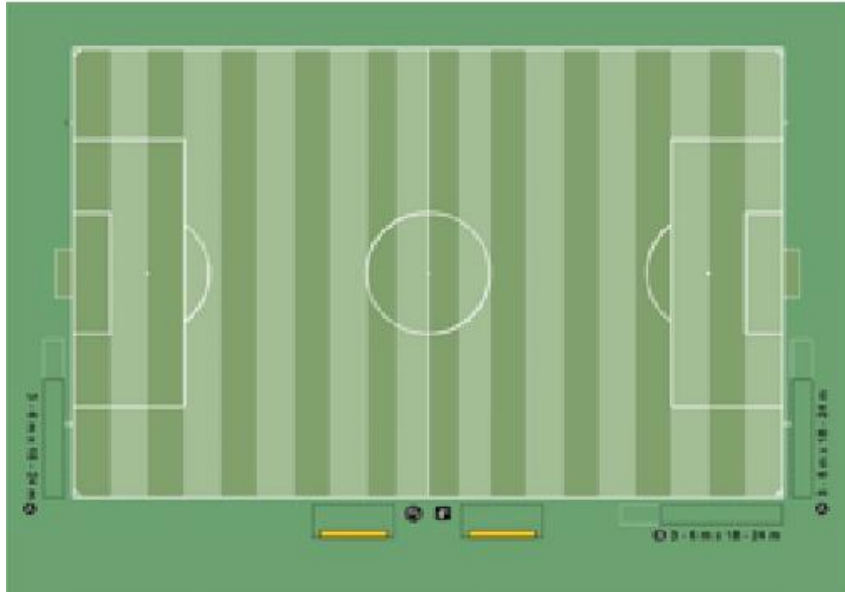
13.2.2.1 In such cases, maximum three (3) Participating Players from each Participating Team may warm-up simultaneously, assisted by maximum one (1) official per Participating Team.

13.2.2.2 Setting up of equipment by Participating Teams shall not be permitted in such cases.

13.2.3 Participating Players must wear bibs with assigned or contrasting color.

13.2.4 Only goalkeepers can warm up with the football.

13.2.5 Officials assisting in the warm-up shall not give instructions to the goalkeeper or any other outfield players.



### **Post-Match cool down**

- 13.3 Upon request team's cool down may be accommodate after match as instructed by the GFA General Coordinator GFA Match Commissioner, providing that the following rules are observed:
  - 13.3.1 Any cool down after a game may last no longer than 30 minutes;
  - 13.3.2 Depending on the pitch condition, teams shall cool down at the designated area to be instructed by GFA. No access will be granted to the goal areas;
  - 13.3.3 Activities shall be restricted to post-exercise cool down for the players who actually played in the match (e.g. stretching, jogging).
  - 13.3.4 Teams are not allowed to set up or use any training equipment.
  - 13.3.5 Training session for substitutes shall not be accommodated.
  - 13.3.6 GFA may impose further restriction (in particular, to protect the pitch).

### **14. Cooling Break**

- 14.1 Depending on the weather conditions, a cooling break may be implemented on a match-by-match basis.
- 14.2 For distinction, official and mandatory cooling breaks will not be pre-established. However, the climate conditions prior to a Match will be evaluated by the GFA Venue Medical Officer (VMO).



- 14.3 The Wet Bulb Globe Temperature (WBGT) is composite temperature used to estimate the effect of temperature, humidity, wind speed (wind chill) and visible and infrared radiation on players. WBGT will be the official measure to determine whether cooling breaks shall be implemented.
- 14.4 Should the WBGT exceed thirty-two degrees Celsius (32C) (also taking into account additional factors such as the time of day, the amount of cloud cover and Stadium location), the VMO will recommend cooling breaks to the GFA General Coordinator and the GFA Match Commissioner. Responsibility for the implementation and control of the cooling break resides with the Referee.
- 14.5 Cooling breaks of maximum three (3) minutes duration shall be implemented by the Referee at approximately thirty (30) minutes into the run-of-play in both halves (i.e. around the thirtieth (30) minute and seventh-fifth (75) minutes respectively).
- 14.6 The following rules shall apply to any cooling break:
- 14.6.1 The ball must be out of play for the break to commence;
  - 14.6.2 The Referee will signal the start of the break (informing both Participating Teams and the Match Officials);
  - 14.6.3 All Participating Players will go their respective team bench or technical area and use ice and cold towels to cool down; and
  - 14.6.4 After three (3) minutes the Referee will signal the conclusion of the break, after which the Match will restart at the time at which play was stopped.

## **15. Drinking procedure during Match**

- 15.1 Water bottles are allowed around the Field of Play, at least one (1) meter outside the touchline and the goal line (respecting marketing and advertising obligations around the Field of Play).
- 15.2 Water bottles shall be placed very carefully so they do not interfere with the Assistant Referees (ARs) running on the touchline; it is suggested that water bottles are NOT placed on each of the half part of the touchline behind the AR1 and AR2.
- 15.3 No water bottles are allowed in the goal area. Water bottles must be outside the goal, not touching the post or the goal net.
- 15.4 Participating Players can drink at any time during a Match. If drinking in front of the technical area, Participating Players shall remain on the Field of Play whereas substitutes and Participating Officials must remain outside the Field of Play.

15.5 If medical staff enters the Field of Play, they shall solely treat injured Participating Players and not give instructions or distribute water bottles.

15.6 Water bottles, water bags or ice cubes shall not be thrown on the Field of Play.

## **16. Official Training at the Stadium**

16.1 Depending on the weather and condition of the Field of Play, each Participating Team is entitled to an official training of maximum sixty (60) minutes duration in the Stadium in which they are due to play either one (1) or two (2) days prior to their first Match in the Stadium in the Competition in the following manner:

16.1.1 If the Field of Play is an artificial pitch, each Participating Team is entitled to have an official training, one (1) and/or two (2) days prior to their first Match in the Stadium in the Competition.

16.1.1.1 Two (2) official trainings of sixty (60) minutes duration: or

16.1.1.2 One (1) official training of one-hundred-and-twenty (120) minutes.

16.1.2 Each official training session shall open to the media at least for the first fifteen (15) minutes.

16.1.3 The Official Training session shall only commence at the time and run for the duration determined and approved by GFA. **Participating Players are prohibited from entering the pitch to the scheduled time of the Official Training.**

16.1.4 Use of football shall only be permitted within the confirmed timeframes of the official training.

16.2 If the Field of Play is not in good condition or the official training session might negatively affect the state of the pitch for the match, the GFA General Coordinator and/or GFA Match Commissioner may **limit the area on the Field of Play for the official training**, shorten or cancel the official training and direct the Participating Teams to inspect the Field of Play wearing training shoes only.

16.3 If a Participating Team chooses not to train at a Stadium, they must provide the GFA General coordinator and/or GFA Match Commissioner with the time and location of their official training at another designated Official Training Site approved by the AFC and comply with the above-mentioned points. They shall provide twelve (12) hours' notice to GFA. This shall be treated as their official training and they shall forfeit the right to train at that particular Stadium prior to the Match for the duration of the Competition.

- 16.4 The Host Organization is required to provide at least one (1) ambulance equipped with advanced life supporting equipment and adequate number of security personnel during the Official Training at the Stadium.
- 16.5 GFA shall determine the official training schedule for the Participating Teams. If a Participating Team wishes to cancel any Official Training, they shall provide twelve (12) hours' notice to GFA.
- 16.6 Any request from the Participating Teams to change the schedule of the Official Training must be submitted to the GFA at least twelve (12) hours prior to the relevant training session.

## **17. Official Training Sites**

- 17.1 Subject to Article 16, official training must be undertaken in an Official Training Site approved by the GFA.
- 17.2 All Official Training Site must comply with all relevant GFA regulations, and any other safety and security standards issued by or contained within relevant GFA guidelines directives, or circulars.
- 17.3 Official Training Sited shall be nominated by the Host Organization(s) and are subject to inspection and confirmation by GFA.
  - 17.3.1 GFA reserved the right to refuse the nomination of an Official Training Site and require a Host Organization to nominate an alternate Official Training Site.
- 17.4 If at any time during the Competition the GFA General Secretariat deems that, for whatever reason, an Official Training Site is not fit to stage an official training, it shall consult with the relevant Member Association and propose an alternate Official Training Site.
- 17.5 No Training Equipment of any kind (e.g. Freekick walls, mannequins, speed ladders, marker cones, slalom poles etc.) will be provided by the GFA and/or the host. If teams wish to use any Training Equipment during the training sessions, they must provide it themselves (and use of such Training Equipment shall be at the teams' own risk).
- 17.6 Participating Teams are not permitted to organize any friendly and/or other preparation matches at the Official Training Site, unless otherwise approved in writing by GFA.

## **18. Ball Kids**

- 18.1 The use of a multiple football system is mandatory in all Competitions to limit the time the ball is out of play.
- 18.2 For all Competitions, ten (10) to twelve (12) ball kids shall be appointed and be:

18.2.1 Dressed in neutral clothing that are different in colors than the Participating Teams and Match Officials;

18.2.2 Of an age capable of performing their duties; and

18.2.3 Instructed beforehand of their duties and capable of performing them to satisfaction.

18.3 Stools/ low chairs shall be provided for ball kids during Matches.

18.4 Any sponsor advertising on kits (shirts, shorts, and socks) worn by ball kids is prohibited.

## 19. Footballs

19.1 Footballs for Matches shall be selected and supplied by the Host Organization unless selected and supplied by GFA.

## 20. Match Sequence

### Group Stage

20.1 The following sequence of Matches shall be applied in all Competitions featuring a group stage. The number designates the seeding provided to the relevant Participating Team in the official draw:

No. of Teams	Format	Match Sequence	
Group of three (3) Teams	League format, centralized venue	1st match day:	3 v 1
		2nd match day:	2 v 3
		3rd match day:	1 v 2
Group of four (4) Teams	League format, Home and away	1st match day:	2 v 3
		2nd match day:	3 v 1
		3rd match day:	1 v 2
		4th match day:	3 v 2
		5th match day:	1 v 3
		6th match day:	2 v 1
Group of four (4) Teams	League format, centralized venue	1st match day:	1 v 4, 2 v 3
		2nd match day:	4 v 2, 3 v 1
Group of four (4) Teams	League format, Home and away	3rd match day:	1 v 2, 3 v 4
		1st match day:	1 v 4, 3 v 2
		2nd match day:	4 v 3, 2 v 1
		3rd match day:	4 v 2, 1 v 3
		4th match day:	2 v 4, 3 v 1
		5th match day:	4 v 1, 2 v 3
		6th match day:	1 v 2, 3 v 4

Group of five (5) Teams	League format, centralized venue	1st match day: 2nd match day: 3rd match day: 4th match day: 5th match day:	3 v 2, 5 v 4 4 v 1, 5 v 3 1 v 5, 2 v 4 2 v 5, 3 v 1 4 v 3, 1 v 2
	League format, Home and away	1st match day: 2nd match day: 3rd match day: 4th match day: 5th match day: 6th match day: 7th match day: 8th match day: 9th match day: 10th match day:	3 v 2, 5 v 4 4 v 1, 5 v 3 1 v 5, 2 v 4 2 v 5, 3 v 1 4 v 3, 1 v 2 2 v 3, 4 v 5 1 v 4, 3 v 5 5 v 1, 4 v 2 2 v 5, 1 v 3 3 v 4, 1 v 2
Group of six (6) Teams	League format, centralized venue	1st match day: 2nd match day: 3rd match day: 4th match day: 5th match day:	3 v 1, 4 v 6, 2 v 5 1 v 5, 2 v 4, 3 v 6 5 v 3, 6 v 2, 1 v 4 4 v 5, 6 v 1, 2 v 3 5 v 6, 3 v 4, 1 v 2
	League format, Home and away	1st match day: 2nd match day: 3rd match day: 4th match day: 5th match day: 6th match day: 7th match day: 8th match day: 9th match day: 10th match day:	1 v 5, 2 v 4, 3 v 6 5 v 3, 6 v 2, 4 v 1 3 v 1, 4 v 6, 2 v 5 5 v 6, 3 v 4, 1 v 2 4 v 5, 6 v 1, 2 v 3 5 v 1, 4 v 2, 6 v 3 3 v 5, 2 v 6, 1 v 4 1 v 3, 6 v 4, 5 v 2 6 v 5, 4 v 3, 2 v 1 5 v 4, 1 v 6, 3 v 2

## Knockout Stage

- 20.2 Unless stated otherwise in the relevant Regulations, the following Match sequence shall be applied in all Competitions featuring a knockout stage, played in a single-leg knockout format.

Stage	Match Sequence	
Quarter-Finals	<b>Quarter-Final (QF) 1:</b> Winner A vs Runner-up B <b>Quarter-Final (QF) 2:</b> Winner B vs Runner-up A	<b>Quarter-Final (QF) 2:</b> Winner C vs Runner-up D <b>Quarter-Final (QF) 2:</b> Winner D vs Runner-up C
Semi-Finals	<b>Semi-Final (SF) 1:</b> Winner QF 1 vs Winner QF 3	<b>Semi-Final (SF) 1:</b> Winner QF 2 vs Winner QF 4

## **21. Match Ceremonies**

### **Opening Ceremony**

- 21.1 Any opening ceremony shall not affect any pre-match operations, including without limitation Participating Teams' warm-up and the pre-Match ceremony.
- 21.2 The Field of Play shall be strictly protected from damage caused by any activity related to the opening ceremony.
- 21.3 The Local Organizing Committee (LOC) shall submit a comprehensive event plan outlining the number of workers, a flown plan, the run-down and other related information for GFA review and approval.

### **Pre-Match Ceremony**

- 21.4 The pre-Match ceremony in all Competitions shall follow Appendix 9.

## **22. Flag Protocol**

- 22.1 The flag protocol in all Competitions shall following Appendix 10.

## **23. Draw Principles**

- 23.1 If a drawing of lots is required to decide the ranking in a group in accordance with the relevant Regulations, the following principles shall apply:
  - 23.1.1 The names of the Participating Teams concerned shall be placed into a pot:
  - 23.1.2 The first name drawn shall be the highest-ranked of the Participating Teams concerned; and
  - 23.1.3 If necessary and subject to the number of Participating Teams concerned, the procedure shall be repeated to determine the ranking of all Participating Teams concerned.

## **SECTION 2: TEAM OFFICIAL DELEGATION**

## **24. Team Official Delegation**

- 24.1 GFA shall issue each individual registered to participate in the Competition with an Accreditation Card bearing a photograph and personal details.

- 24.2 The Accreditation Card remains the property of GFA at all times. The GFA General Secretariat may revoke, cancel. And/or confiscate an Accreditation Card at any time for any reason, including without limitation, misuse or abuse.
- 24.3 The Team Official Delegation shall be granted full access to all official Competition areas, including the Field of Play and other necessary Controlled Accessed Areas, as determined by GFA.
- 24.4 Each Team Manager and Team Media Officer shall be responsible for coordinating all Participating Team and media-related matters with the AFC. They shall participate in all Official Functions related to Matched in the Competition, including without limitation the Match Coordination Meeting and all press conferences.

## **25. Documents for Registration of Players**

- 25.1 Participating Players must be registered on GFA Guard Card with all documents set out below (unless such document was previously submitted and a current version is already available in GFA Guard Card).
- 25.2 Where original documents are not in English, the original and an accredited translation shall be provided.
- 25.3 GFA may request additional documents in all cases.

### **National Team Competition**

- 25.4 The following documents shall be submitted:
  - 25.4.1 A color copy of a validly-issued passport of the country the Participating Players wishes to represent, containing the full name, passport number, place of birth, date of birth, date of issue, date of expiry and nationality of the relevant individual. Group passports are not accepted.
  - 25.4.2 A color copy of national identification card (where applicable);
  - 25.4.3 One (1) passport-size color photo (taken within three (3) months); and
  - 25.4.4 A copy of a birth certificate (when requested).
- 25.5 In cases of registration of players who have acquired a new nationality (cf. Article 7, FIFA Regulations Governing the Application of the Statutes), the documents set out in Appendix 3 must also be submitted.

- 25.6 In cases of registration of players who hold a passport entitling them to represent more than one (1) Member Association (cf. Art. 6 FIFA Regulation Governing the Application of the Statutes), the documents set out in Appendix 4 must also be submitted.

### **Club Competition**

- 25.7 Relevant documents shall be submitted according to competition:

- 25.7.1 A color copy of a validly-issued passport of the country the Participating Players wished to represent, containing the full name, passport number, place of birth, date of issue, date expiry and nationality of the relevant individual. Group passports are not accepted;
- 25.7.2 A color copy of a national identification card (where applicable, unless the player is a foreigner);
- 25.7.3 A copy a birth certificate (when requested)
- 25.7.4 A copy of a valid contract, entered into between the Participating Player and his club, which contains the contract period and is in accordance with the FIFA Regulations on the Status and Transfer of Players (RSTP);
- 25.7.5 *(For amateur players only)* A copy of the template GFA Memorandum of Understanding for Amateur Players, which is set out at Appendix 7 for Premier League; and
- 25.7.6 *(For players who transferred internationally)* A copy of the FIFA International Transfer Certificate (ITC) or evidence to demonstrate that an ITC has been issued in accordance with the FIFA RSTP. An ITC may be submitted after the close of the relevant registration window and the Participating Players will only be considered eligible in accordance with the specific provisions set out in the relevant Competition Regulations.

### **26. Player Selection List**

- 26.1 Each Participating Players who is marked on the Player Selection List must be available at the 'Player and Equipment Check' undertaken by the GFA Match Commissioner on Match day.
- 26.2 Each Participating Team must hand their "Player Selection List" signed by the Head Coach or the Team Manager together with the 'Officials on the Substitution Bench' form with the names of the Participating Officials who shall be entitled to sit on the team bench in accordance with the Regulations to the GFA Match Commissioner by latest ninety (90) minutes prior to the commencement of each Match.



## **27. Match Starting List**

- 27.1 The 'Match Starting List' shall be signed by the GFA Match Commissioner, whose signature will make it an official document.
- 27.2 The GFA Match Commissioner will ask to see the Accreditation Cards and playing kits of the Participating Players on the Match List before the Match. Each Participating Player must be in possession of their Accreditation Card. Only those Participating Players possessing an Accreditation Card are entitled to participate in Matches.
- 27.3 Following the production of the Match Starting List but prior to the commencement of the Match:
  - 27.3.1 If any of the eleven (11) Participating Players selected to start the 28 Match are unable to start for any reason, they may be replaced by any of the substitutes listed on the Match Starting List.
  - 27.3.2 There is no limit to the number of replacements.
  - 27.3.3 The replaced Participating Player(s) shall no longer be eligible to participate in the Match the Participating Team still undertake three (3) substitution opportunities for Premier, five (5) substitution opportunities for Amateur, and Unlimited for Masters during the Match. The Participating Team shall not be entitled to add any further substitutes; the number of substitutes shall not be entitled to add further substitutes; the number of substitutes shall be reduced accordingly.
  - 27.3.4 The replaced Participating Player(s) may still sit on the team bench during the Match. If so, they may be subject to doping control.

## **28. Competitions Documents for Registration of Officials**

- 28.1 Participating Officials must be registered with supporting documents set out below (unless already previously submitted and available):
  - 28.1.1 Head Coach; Assistant Coach; Fitness Coach; Goalkeeper Coach: as set out in Appendix 5; and
  - 28.1.2 Team Doctor: relevant medical qualification.
- 28.2 GFA reserves the right to request additional documents in all cases.

## **29. GFA Name Policy**

- 29.1 The GFA Name Policy as set out in Appendix 12 shall be applied during registration for all Competitions.

## **SECTION 3: LOGISTICAL ARRANGEMENTS**

### **30. Arrival and Departure**

- 30.1 Unless stated otherwise in the relevant Regulations, each Participating Team shall arrive at the Venue of their Match no later than the evening before the date of the Match or by the official arrival date to be determined by the AFC, whichever is earlier.
- 30.2 Each Participating Team shall depart the Venue of their final Match one (1) day after the Match.
- 30.3 Participating Teams shall bear all costs as a result of arriving early or departing late from a Venue.
- 30.4 Where members of the Participating Team delegation arrive at the Venue of the Match by different flights, the Participating Team shall notify the arrival of the main delegation as their official arrival time and all other arrivals (including airport pick up and other arrangements) shall be at the cost of the team. The same shall apply to departure.

### **31. Local Transportation**

- 31.1 Dedicated vehicles for AFC Delegation shall be provided by the Host Organization for the duration of stay.
- 31.2 Unless stated otherwise in the relevant Regulations, the following vehicles shall be provided to each Participating Team by the Host Organization for the duration of stay:
  - 31.2.1 One (1) dedicated sedan or multi-purpose vehicle (MPV);
  - 31.2.2 One (1) dedicated bus with minimum forty (40) seats; and
  - 31.2.3 One (1) luggage truck for airport transfer and Match-days.

### **32. Transportation to Away Matches**

- 32.1 Each Participating Team is responsible for the payment of all transportation (international and domestic) for their Team Official Delegation from their departure from the territory of its Member Association (or any other location) to the Venue of its Matches and its departure from the Venue of its Matches.
  - 32.1.1 Where the Venue of a Match is not serviced by an international airport, the Host Organization is responsible for the payment of all travel of the visiting Participating Team/s from the closest international airport.
  - 32.1.2 Participating Team shall not participate in any commercially-driven Matched when traveling to or from the Venue of a Match unless express written permission is obtained from the AFC.

- 32.2 When required to purchase an airfare, each Participating Team is required to purchase published-fare air tickets which are endorsable and allow for date changes for travel to and from any Venue.
- 32.3 Participating Teams shall bear all costs as a result of non-compliance with the above Articles.

### **33. Visas**

- 33.1 Each Participating Team must apply for all necessary visas for their Team Official Delegation no later than thirty (30) days prior to each match played outside its territory. The obligation includes potential away Matches, taking into account successful qualification for a further stage of a Competition. Visa application costs shall be borne by each Participating Team.

- 33.1.1 Any Participating Team unable to fulfil a fixture as a result of failing to secure visas shall be referred to the AFC Disciplinary and Ethics Committee.

- 33.2 Each Host Organization shall ensure that visas and/or entry to the relevant territory are granted to the AFC Delegation, all members of any Team Official Delegation(s), the AFC Commercial Rights Partner, Official Licensees, Media, and travelling supporters, without any discrimination on the basis of, without limitation, gender, race, or nationality.

- 33.2.1 Provided that the visiting Participating Team has complied with Article 33.1 and/or obtained valid visas granting the right access to the relevant territory, the host Participating Team shall be referred to the AFC Disciplinary and Ethics Committee.

### **34. Taxes**

- 34.1 Each Host Organization is responsible for all taxes, fees, duties and any other costs related to the importation and/or exportation of equipment, merchandise and/or goods to be used for the Competition.
- 34.2 Each Host Organization is responsible for any other taxes, fees, duties, and any other costs.

### **35. Accommodation for Participating Teams**

- 35.1 Each Participating Team shall pay for incidental expenses incurred by its Team Official Delegation during the course of their stay in the Venue, all costs relating to the extension of their stay in the Venue, and all costs incurred by additional members of the delegation.
- 35.2 Where there exists genuine unavailability (confirmed by the AFC Travel Office) of flights for a Participating Team to depart the Venue one (1) day after a Match, the Host Organization shall pay for all expenses of the Participating Team until departure.

### **36. Arrangements of Official Licensees**

- 36.1 Each Host Organization must assist any Official Licensee, upon request to secure Accommodation of sufficient quality on the same terms as available to the AFC, in first-class hotels in a Venue, as well as reasonable transportation service from the Accommodation and center of each Venue to a Stadium, and if applicable, air transportation to and between Venues.

## **SECTION 4: MEDIA**

### **37. Media Rights**

- 37.1 GFA is entitled to use and exploit all Media Rights relating to the Competition and has appointed the GFA Commercial Rights Partner as its exclusive representative for the sale of the Media Rights relating to the Competition in the Territory.
- 37.2 The GFA has granted the exclusive rights of association, use and exploitation of the Media Rights to its Official Licensees pursuant to their respective agreements with GFA and GFA Commercial Rights Partners.
- 37.3 The Host Organization, Participating Team, Participating Players and Participating Officials shall not use and/or exploit the Media Rights in any way which may likely draw or infer an association to GFA Competition and/or any of the Official Licensees and shall inform GFA immediately of any unauthorized use and/or any infringement of the Media Rights.
- 37.4 The use and/or proposed use of the Media Rights relating to the Competition shall be subject at all times to the prior written approval of GFA and any applicable guidelines as issued by the GFA.
- 37.5 Where approval for use the Media Rights has been granted by GFA, the Host Organization, Participating Teams, Participating Players and Participating Officials shall not use any Media Rights so granted in a manner which may damage or bring into disrepute the good name, image and reputation of GFA, Competition or sport of association football or imply an endorsement or association any particular product or services of the Participating Teams, Participating Players, Participating Officials and/or any associated third parties.
- 37.6 The Host Organization, Participating Teams, Participating Players and Participating Officials may engage their respective recording or media person(s) to record any part of a Match or official training only with the prior written approval of GFA. The use of any such footage shall only extend for non-commercial purposes.

### **38. GFA Website and Competition Website**

- 38.1 The GFA Website and Competition Website (only applied for the GFA Cup) shall be the only official digital media platforms for the Competition.

- 38.2 Host Organizations are prohibited from launching any official website and/or releasing any official communique to media organizations related to the competition without the prior written approval of GFA.
- 38.3 Host Organization may use the Competition Marks and Competition Title on their own website to promote their hosting and staging of a Match in the Competition provided that:
- 38.3.1 Any use or reference to the Competition Marks and/or Competition Title shall be in its official form and in the approved format only;
- 38.3.2 The Competition Marks and/or Competition Title shall not be used or placed with in the title bar, menu bar and/or footer or header of the website or placed in a similarly prominent position on the website; and
- 38.3.3 The Competition Marks and/or Competition Title shall not be used or placed in association or close proximity to the name and/or identifier of any third party or commercial entity.
- 38.4 Host Organization shall ensure that no third-party logos, products and/or identifiers are used on the website in a way which may likely draw or infer an association to GFA.
- 38.5 When referring to a Competition or Match on an official Member Club and/or Participating Team website or digital media platform, only the official Competition or Match social media and digital tags (hashtags) as provided by the GFA shall be utilized.

### **39. Pre-Match Promotional Material**

- 39.1 Prior the commencement of each Match, the Participating Team shall, upon request by GFA, free of charge, with photographs and audio-visual materials regarding the Participating Team, Participating Players and Participating Officials and any further information (including without limitation, statistics and historical information) as request by the GFA.
- 39.1.1 The Participating Teams shall, upon request by GFA, make all Participating Players and Participating Officials available for head shots and video walk-ups for media, commercial and/or promotional purposes by the AFC and Commercial Affiliates at least one (1) time before the start of the Final Competition or at any other time requested by GFA due to any additional registration of Participating Players or Participating Officials. The time and venue of such head shots and video walk-ups shall be agreed between the relevant Participating Team and GFA.
- 39.2 All Participating Team hereby grant GFA rights to use and where applicable, authorize the GFA Commercial Rights Partner and the Official Licensees to use the aforesaid provided materials for commercial, promotional and/or editorial purposes relating to the Competition.

- 39.3 All materials shall be provided to GFA in a timely manner, and in the format as prescribed by the GFA.

#### **40. Team Media Officer**

- 40.1 The Participating Team shall appoint a media officer to coordinate all media arrangements between the GFA and where applicable, GFA Commercial Rights Partner, Broadcast Partners, Participating Teams, Participating Players, Participating Officials and the Media, including without limitation all press conferences and interviews, and to cooperate on all related matters at the Stadium. In case the relevant Competition regulations do not require a team media officer to be registered, the team manager shall act as the media officer and be responsible for all the obligations of a team media officer as set out in this Manual.
- 40.2 The Participating Teams shall be responsible to ensure that their appointed media officer briefs all Participating Players and/or Participating Officials in respect to their respective media obligations as required by GFA and where applicable to the GFA Commercial Rights Partner and Official Licensees.
- 40.3 The Participating Teams and their appointed media officer shall be responsible in ensuring the provision of interpretation services where any of their Participating Players of Participating Officials conducts media sessions in languages other than English. For the avoidance of doubt, the interpretation services provided shall be for translation of dialogues from all other languages to the English Language.
- 40.4 Where applicable, the Participating Teams and their appointed media officer shall be responsible for the distribution and translation of the relevant media guidelines as set out in Appendix 13 (Photographer Guidelines) and Appendix 14 (Broadcast Operations Guidelines).

#### **41. Infrastructure, Facilities and Services**

- 41.1 GFA shall be responsible in ensuring that each Stadium and Official Training Site is safe, secure and equipped with the necessary infrastructure, facilities and services.
- 41.2 GFA shall extend all necessary assistance where applicable, the GFA Commercial Rights Partner, Host Broadcaster Licensees and any media rights licensees procured by GFA for the Qualifiers in facilitating and ensuring the successful transmission of broadcast signals for each Match including technical assistance relating to production requirements, where necessary.
- 41.3 GFA shall ensure that the number of camera positions as required and where applicable the GFA Commercial Rights Partner, Host Broadcaster and Broadcast Licensees can be accommodated. Where any required camera position may present a safety or security hazard, GFA shall provide sufficient notice of any such concerns and where necessary, propose an alternate position for utilization.
- 41.4 GFA shall be responsible in ensuring the safety and security of all infrastructure and facilities provided at any Stadium and Official Training Sites.

41.5 As result of technological development, new and improved camera equipment may develop which may require new camera positions in any Stadium and/or Official Training Site, Subject space, safety and security considerations, such camera positions may be approved and requested by GFA Commercial Right Partner, Host Broadcaster and Broadcast Licensees.

## **42. Media and Media Access Areas**

42.1 The Host Organization shall be responsible for the management and provision of support to all Media of the Competition through the implementation of:

42.1.1 Accreditation procedures;

42.1.2 Procurement and setting up of Media Access Area(s); and

42.1.3 Coordination of all media-related activities at any Stadium and Official Training Sites.

42.2 GFA shall observe all instructions and directions of GFA in relation thereto to ensure the full and unencumbered exercise of rights and media coverage of the Competition.

42.3 GFA shall provide with all media accreditation request together with details relating to the specific request including:

42.3.1 The name and designation of the requesting persons;

42.3.2 The media company they represent;

42.3.3 Their nationality; and

42.3.4 They type of media coverage they intend to cover for the Competition.

42.4 Upon receipt of approval, GFA, shall produce and issue Accreditation Cards to approved Media in a timely manner and shall be responsible for any delay resulting in the issuance or provision of such accreditation to the Media.

42.5 GFA shall ensure that designated media access area(s) may only be accessed by authorized Media with valid Accreditation Cards and that no Media shall be allowed access to any Parts of the Stadium of Official Training Sites other than as permitted under their respective accreditations.

42.6 The Participating Teams shall ensure that any officials or media persons or third parties accompanying them possess valid Accreditation Cards to gain access into the relevant areas at ant Stadium and/or Official Training Sites and shall comply with all applicable terms and instructions as issued by GFA.

- 42.7 The Participating Teams shall ensure that no media representatives accompany them in the team bus to and from the Stadium or Official Training Sites.
- 42.8 All approved Media shall comply with the Broadcast Operations Guidelines as set out in Appendix 13 (Photographer Operations Guidelines) and Appendix 14 (Broadcast Operations Guidelines) and have access and remain in the designated Media Access Areas as follows;
- 42.8.1 The Host Broadcaster, Broadcast Licensees, official photographers and any media rights licensees as procured by GFA for the Qualifiers shall adopt positions around the Field of Play and on the spectator stand areas or such other areas as advised by the GFA;
- 42.8.2 ENG crew shall adopt positions behind the advertising at the back of each goal posts and main camera platform at the main stand area or such others areas as advised by the GFA, subject to availability of space; and
- 42.8.3 Photographers shall adopt positions behind the advertising boards at the back of each goal posts or such other areas as advised by GFA subject to availability of space.
- 42.9 Under no circumstances shall Media other than the Host Broadcaster, Broadcast Licensees, official photographers and any media rights licensees as procured by the Host Organization for the Qualifiers be allowed access on the Field of Play or between the boundaries of the Field of Play and spectator stands at any time during the Competitions.
- 42.10 Notwithstanding the above, Media may in certain instances be allowed access to the halfway line on the Field of Play to record, film or photograph the team walk-in and line-up ceremony at the start of each Match and the presentation of the Most Valuable Player award (if any) at the end of each Match
- 42.11 All Media who are authorized by GFA to enter the Field of Play shall be required to wear media bibs at all times.

## **Finals**

- 42.12 GFA shall be responsible for the production of media bibs and shall provide the relevant number of media bibs.
- 42.13 GFA shall be responsible for the issuance of media bibs to approved Media with valid Accreditation Cards and shall ensure that all media bibs issued are returned to GFA.
- 42.14 The distribution of media bibs to approved Media shall be as follows:



- 42.14.1 Host Broadcaster: to wear grey identification bibs;
- 42.14.2 Broadcast Licensees: to wear brown identification bibs;
- 42.14.3 Official Photographers: to wear dark blue identification bibs;
- 42.14.4 ENG crew: to wear pink identification bibs;
- 42.14.5 Photographers: to wear dark green identification bibs.

### **Qualifiers**

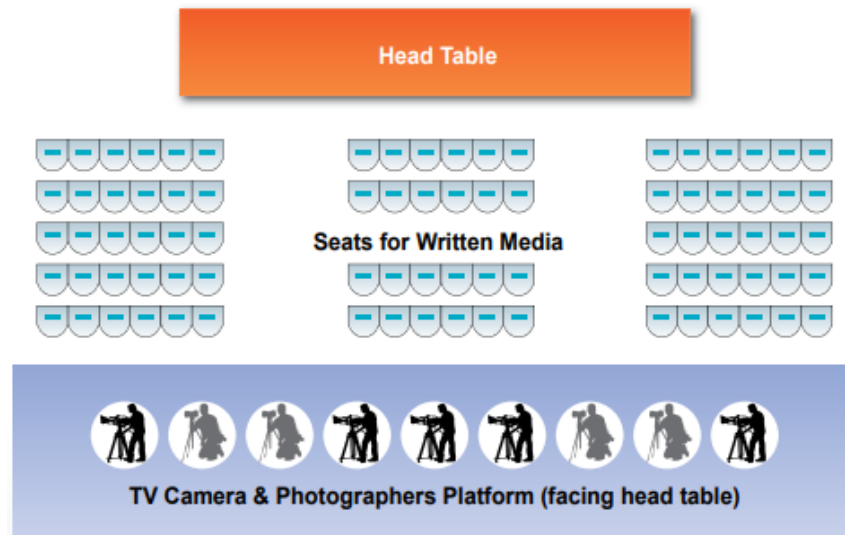
- 42.15 GFA shall be responsible for the production and distribution of all media bibs to approve Media.

### **43. Press Conferences and Interviews**

- 43.1 GFA reserves all rights in respect to the coordination of all public relations and communication activities relating to the Competition including without limitation the coordination of all press conferences, interviews and release of press statements and the selection of designated media areas for the conducting of all press conference and interview sessions.
- 43.2 Participating Teams, Participating Players and Participating Officials shall participate and provide full support to GFA and where applicable GFA Commercial Rights Partner and Official Licensees in relation to any public relations and communication activities organized by GFA and where applicable GFA Commercial Rights Partner and/or Official Licensees and shall observe all instructions, communications or guidelines as issued by GFA and GFA Commercial Rights Partner.
- 43.3 The Participating Teams and their appointed media officer shall be responsible to ensure the provision of interpretation services where any of their Participating Players or Participating Officials conduct press conferences and interviews in languages other than English. For the avoidance of doubt, the interpretation services provided shall be for translation of dialogues from all other languages to the English language.
- 43.4 The Participating Team through its appointed media officer shall assist the AFC and where applicable the AFC Commercial Rights Partner with the coordination of all press conferences and/or interview sessions by ensuring that the members of their Team Official Delegation selected to conduct any such activities are available and brought scheduled sessions in a timely manner. For the avoidance of any doubt, the Participating Team through its appointed media officer shall be responsible for ensuring that members of its Team Official Delegation that are selected to participate in any such media activity are explicitly requested to attend in accordance with the instructions of the AFC.

- 43.5 The Participating Teams shall ensure that the selected members of their Team Official Delegation conducting any press conference or interview sessions refrain from making any statement or reference which will it likely to damage or bring into disrepute the good name, image and reputation of the AFC, Competition or spot of association football.
- 43.6 The Participating Team shall ensure, during any press conference or interview sessions, that:
- 43.6.1 The products or other identifiers of their affiliated Member Association, the Participating Team, Participating Players, Participating Officials, or their commercial partners or any associated third parties do not appear or are not used in any manner:
- 43.6.2 Their Participating Players and Participating Officials do not make reference to any third-party products or entities.
- 43.7 In the event the Head Coach is suspended for the Match, the Participating Team shall request the individual replacing the Head Coach on the team bench to attend any scheduled press conferences or interview sessions.
- 43.8 Where the player of the Match award recipient is required to undergo doping control, they shall fulfil all media obligations including receiving the award, conducting unilateral and multilateral flash interview sessions and press conferences prior to proceeding to the doping room.
- If requested by GFA each Participating Team shall make their Head Coach and one (1) Participating Player available for an interview of up to then (10) minutes, to be recorded by the Host Broadcaster or other Broadcast Licensee, and Official Licensee or by the GFA Digital Channels.

43.9 The following set-up is recommended for press conferences:



- 43.10 Stand-up interviews are strictly prohibited at all times except where approved by GFA and where applicable the GFA Commercial Rights Partner, Participating Team shall ensure that their Participating Players and Participating Officials refrain from conducting any such activities.
- 43.11 Notwithstanding the above, GFA and where applicable the GFA Commercial Rights Partner shall designate an area between the team benches and team dressing rooms where unilateral and multilateral Flash interviews can be conducted by Broadcast Licensees at the end of a Match.
- 43.12 No interviews of any kind shall be conducted in any Controlled Access Area or its immediate vicinity or any other restricted areas unless otherwise advised by GFA or where applicable the GFA Commercial Rights Partner.
- 43.13 Where GFA and GFA Commercial Rights Partner organized additional media activities, such as the Mixed Zone, such activities may supplement but not replace the obligatory press conferences or interview sessions. Notwithstanding the above, the Participating Teams shall ensure that their Participating Players and Participating Officials participate in such activities.
- 43.14 The Host Organizations shall provide an audio splitter at the back of the press conference room for the TV cameras to get a clear audio feed.
- 43.14.1 Save except for any GFA or Competition branded microphone cubes and/or windshields, only unbranded in-house microphone will be placed at the head table; and

- 43.14.2 No other branded microphones, microphone cubes and/or windshields, except those provided by the AFC, irrespective of the broadcast or media crew category, shall be allowed to be placed on the main press conference table or used during any press conference.

#### **44. Mixed Zone**

- 44.1 GFA shall coordinate and cooperate in ensuring that a mixed zone, containing a sectioned-off area reserved for the Broadcast Licensees is set up and organized for media after the Match and that the Mixed Zone is conducive and safe for Participating Players and Participating Officials to pass through from the team dressing room to the team transport area.
- 44.2 The Participating Teams shall ensure that their Participating Players pass through the Mixed Zone and are encouraged to conduct interviews with the Media giving priority to requests from Official Licensees.

#### **45. Team Dressing Room**

- 45.1 Team dressing rooms are strictly off-limits to any Media at all times during the Competition. The Participating Teams shall ensure that their respective media personnel observe and comply with these provisions.
- 45.2 Notwithstanding the above, GFA reserves the right to grant the Host Broadcaster access to the team dressing rooms prior to the arrival of a Team Official Delegation to record and film the Participating Team's plating kit and equipment.

#### **46. Field of Play**

- 46.1 Media and/or any unauthorized third parties are strictly prohibited from entering the Field of Play or any prohibited areas in the Stadium including technical zones and the area between the boundaries of the Field of Play and spectator stands. GFA shall ensure that no such parties shall be allowed access or bought to the said areas unless otherwise authorized by GFA.
- 46.2 Notwithstanding the above, only accredited and authorized photographers, television crew and cameramen, the Host Broadcaster or any authorized Broadcast Licensee shall be allowed access to the Field of Play and the area between the boundaries of the Field of Play and spectator stand to enable the performance of obligations and exercise of rights relating to the Competition in accordance to the GFA's accreditation policy.

#### **47. Official Training**

- 47.1 All official training is open to the Media
- 47.2 Should a Participating Team wish to close its official training to the Media, it shall, as a minimum, open the session for the first fifteen (15) minutes of the training session.

- 47.3 If official training is held at any Stadium, the areas accessible by Media shall be the same as available during a Match and such access shall be security controlled and subject to the possession of valid accreditation.
- 47.4 GFA and/or Participating Team shall be responsible for coordinating all media-related activities at the Official Training Sites with GFA and where applicable, GFA Commercial Rights Partner.

## **SECTION 5: TICKETING**

### **48. General Requirements**

- 48.1 The Host Organization shall provide Complimentary Tickets to GFA, GFA Commercial Rights Partner and Participating Teams, free of charge and as instructed by GFA. The minimum number of Complimentary Tickets to be provided to GFA and/or GFA Commercial Right Partner is provided in Appendix 16.
- 48.2 In addition to the above, the Host Organization shall provide that GFA, GFA Commercial Right Partner and Participating Teams, the opportunity to purchase Tickets at face-value for each Match. The minimum number of purchasable Tickets to be provided to GFA and/or GFA Commercial Rights Partner is provided in Appendix 16.
- 48.3 The location of both complimentary and purchasable Tickets shall be determined by GFA. A zoning principle regarding the allocation of seats is provided in Appendix 17.
- 48.4 The Host Organization shall provide facilities and services to host the guest of GFA and/or Commercial Affiliated as instructed by GFA.
- 48.5 The Host Organization is responsible for delivering all Tickets by the deadline provided by GFA.

### **49. Ticket Sales**

- 49.1 GFA is responsible for the sales of Tickets and shall manage it in a manner that meets all applicable safety and security standards. GFA shall retain all receipts from the sales of Tickets.
- 49.2 In all cases, Tickets may be sold at the Stadium or anywhere else in the Host City on the day of the Match only with the approval of the police and/or other competent authorities and after consultation with the Participating Team.
- 49.3 Tickets shall provide holders with all the information they may need such as the names of the Competition, Participating Teams and Stadium, the date, kick-off time and a clear seat location indication (including sector, row and seat number).

- 49.4 Tickets shall include serial numbering and, in the event e-tickets are utilized, they should also have QR codes or similar information.

## **SECTION 6: EQUIPMENT**

### **50. General Requirements**

- 50.1 Each Participating Team must comply with the GFA Equipment Regulations.
- 50.2 The GFA Equipment Regulations are operational from the arrival of each Team Official Delegation at a Controlled Access Area until the departure of each Team Official Delegation from such areas.

### **51. Competition Badge**

- 51.1 Each Participating Teams shall allow space in its playing jersey to affix the following sleeve badges as requires by the GFA Equipment Regulations:
- 51.1.1 GFA competition sleeve badge on the right arm;
- 51.1.2 GFA campaign sleeve badge on the left arm (if applicable).

### **52. Kit Approval Procedure**

- 52.1 Each Participating Team shall submit to GFA of its approval one (1) sample of all kit, as defined in the GFA Equipment Regulations, by the date(s) provided by GFA.
- 52.2 Each Participating Team shall submit to GFA for its approval one (1) sample pf all other apparel to be worn by their Team Official Delegation within the Controlled Access Areas during the Competition by the date(s) provided by the GFA.
- 52.3 Should any equipment submitted to GFA infringe the GFA Equipment Regulations, the Participating Team shall be required to resubmit corrected equipment to GFA in accordance with GFA Equipment Regulations.
- 52.4 The GFA Match Commissioner, the GFA General Coordinator, and/or the GFA Marketing Manager all have the right and duty to inspect the kit of a Team Official Delegation at each Venue, and are entitled to seize and send such items to the GFA Headquarters for further inspection following each Match.

### **53. Allocation of Kit Colors**

- 53.1 GFA shall decide on the kit color (jersey, shorts, and socks) to be worn for each Match on the basis of the equipment information submitted by each Participating Team prior to the Competition.
- 53.1.1 Team A shall be given priority to wear 'official' colors;

53.1.2 Team B shall wear 'official' colors unless they clash with the 'official' colors of Team A;

53.1.3 Team B shall wear 'reserve' colors clash with the 'official' colors of Team A;

53.1.4 Team B shall wear a combination of 'official' and 'reserve' colors if it is necessary to avoid a clash with 'official' colors of Team A; and

53.1.5 Team A and Team B shall wear a combination of 'official' and 'reserve' colors if both the 'official' and 'reserve' colors of Team B clash with the 'official' colors of Team A.

53.1.6 Team A shall wear a bib in which colors contrast with Team B.

## **SECTION 7: COMMERCIAL**

### **For the purposes of this Sections 7:**

- (i) The defined team "Finials" shall have the following meaning:

#### **National Team Competitions**

All 'final round' Matches defined in the Regulations unless notified by GFA to the contrary;

- (ii) The defined team "Qualifiers" shall have the following meaning:

#### **National Team Competitions**

All 'qualifying round' Matches as defined in the Regulations;

### **54. Commercial Rights**

- 54.1 GFA owns all Commercial Rights relating to the Qualifiers (if applicable) and Finials of the Competition.

#### **Finials**

- 54.2 GFA has appointed the GFA Commercial Rights Partner as its sole and exclusive representative for the sale of Commercial Tights relating to the Competition in the Territory.
- 54.3 GFA has granted the exclusive right of association, use and exploitation of the Commercial Rights to it Official Licensees pursuant to their respective agreements with GFA and the GFA Commercial Rights Partner.
- 54.4 Member Associations Participating Teams, Participating Players and Participating Officials shall not use and/or exploit and ensure that no individual, company or commercial entity

uses and/or exploits the Commercial Rights in any way which may likely draw or infer an association to GFA, Competition and/or any of the Official Licensees and shall inform GFA immediately of any unauthorized use and/or infringement of the Commercial Rights.

- 54.5 Member Associations and/or Participating Teams shall provide the necessary assistance and support to GFA, GFA Commercial Rights Partner and/or Official Licensees and ensure that members of its Team Officials Delegation and associated third parties observe all instructions of GFA and GFA Commercial Rights Partner in relation to the protection and enforcement of the Commercial Rights or any commercial program established by GFA for the Competition.

#### **Qualifiers**

- 54.6 GFA hereby grants the Host Organization the right to use and/or exploit, in whole or in part the Commercial Rights relating to the qualifying rounds of the Competition subject to the teams contained in the Manual.
- 54.7 GFA reserves the right to withhold or revoke any Commercial Rights granted to the Host Organization at any time prior to or during the Competition. Any rights not expressly granted to the Host Organization shall be expressly and unconditionally reserved by GFA.
- 54.8 In so granting, Host Organization shall ensure that no individual, company or commercial entity other than those licensed by the Host Organization pursuant to the grant of rights hereunder, uses and/or exploits the Commercial Rights in any way which may likely draw or infer an association to GFA, Competition and/or any other football competition or event organized by or under the auspices of GFA and shall inform GFA immediately of any unauthorized use and/or infringement of Commercial Rights.
- 54.9 Notwithstanding the above, the grant of rights to the Host Organizations shall not extend to any Matches played in a neutral venue and shall be subject to any reservation of rights as determined by GFA.
- 54.10 The Host Organizations shall be entitled to use and/or exploit the Commercial Rights upon its appointment as Host Organization and such grant shall extend until thirty (30) days after the final Match hosted by the relevant Host Organization or such other term as determined by GFA. All rights granted to the Host Organization shall automatically cease upon expiry of the said term.
- 54.11 The Host Organization shall not use and/or exploit any part of the Commercial Rights beyond the term without the prior written approval of GFA.
- 54.12 The Host Organization shall execute written agreements with each of its commercial rights licensees regarding the grant of Commercial Rights which fully reflect the terms of this Manual and shall provide GFA with a copy of such agreements where requested.



- 54.13 Each Host Organization shall submit a written, comprehensive plan that sets out their proposed commercial and sponsorship activities for GFA's written approval prior to the use and/or exploitation of Commercial Rights.

For the avoidance of doubt, the Host Organization may procure sponsors from any brand category save except as follows:

- 54.13.1 Tobacco;
- 54.13.2 Liquor;
- 54.13.3 Alcohol (if prohibited by the laws of the Host Organization);
- 54.13.4 Betting and gaming services; and
- 54.13.5 Any other industries which may, at the discretion of GFA, be deemed inappropriate if associated with the Competition.

- 54.14 Each Host Organization shall remain fully and primarily responsible for and liable to GFA for the acts and/or omissions of its commercial rights licensees in connection with the use and/or exploitation of Commercial Rights relating to the Competition.

## **55. Commercial Access and Accreditation**

- 55.1 GFA and GFA Commercial Right Partner shall be responsible for the management and provision of support to all Commercial Affiliates through the implementation of:
- 55.1.1 Accreditation procedures; and
  - 55.1.2 Coordination of all sponsor-related activities at any Stadium, Official Training Site and Official Functions.
- 55.2 GFA shall observe all instructions and directions of GFA and GFA Commercial Rights Partner in relation thereto to ensure the full and unencumbered exercise of Commercial Rights.
- 55.3 GFA shall ensure at its own cost that GFA and where applicable, GFA Commercial Rights Partner and Commercial Affiliates are provided full and unrestricted access and accreditation to the Competition and/or Official Functions and facilitate in the operations of GFA and, where applicable, the GFA Commercial Rights Partner and Commercial Affiliates in the exercise and exploitation of Commercial Rights.
- 55.4 GFA shall be responsible for the production of Accreditation Cards for Commercial Affiliated, as requested by GFA and GFA Commercial Partner as instructed by GFA for further distribution

## **56. Intellectual Property**

- 56.1 GFA owns all rights, title and interest relating to the Competition including all intellectual property and proprietary rights whether created in the past, present or future and reserves all rights in respect to the use and/or license of such rights worldwide.

### **Finials**

- 56.2 GFA has granted the exclusive right of use and exploitation of the intellectual property rights relating to the Competition to its Official Licensees pursuant to their respective agreements with the GFA and Commercial Rights Partner.

### **Qualifiers**

- 56.3 GFA hereby grants to the Host Organization the right to use and/or exploit, in whole or in part, the intellectual property rights relating to the Competition pursuant to its appointment as Host Organization subject to the terms hereunder.

### **General Provisions**

- 56.4 The use of any intellectual property rights relating to the Competition, whether for the Finals or Qualifiers, shall be subject at all times to the prior written approval of GFA.
- 56.5 Member Associations, Participating Teams, Participating Players, and Participating Officials shall not oppose and shall use reasonable efforts to ensure that none of its affiliates oppose any trademark or copyright applications filed in respect to GFA or Competition and may not in any way challenge or apply for any copyright, trade mark, patent or domain name registrations which would adversely affect GFA's proprietary interest in the Competition.
- 56.6 Member Associations, Participating Teams, Participating Players, Participating Officials shall promptly notify GFA of any infringement or suspected infringement of any intellectual property rights relating to the Competition upon becoming aware of any such matter.

## **57. Competition Data**

- 57.1 GFA is entitled to use and exploit all rights, title and interest to the Competition Data relating to the Competition and reserves all rights in respect to the use and/or license of such rights worldwide.
- 57.2 Any use and/or proposed use of the Competition Data shall be subject to the prior written approval of GFA unless where such use and/or proposed use is non-commercial in nature and/or falls within the provisions of fair dealing.

## **58. Image Rights**

- 58.1 GFA is entitled to use and exploit all Image Rights relating to the Competition and reserves all rights in respect to the use and/or license of such rights throughout the Territory for any

purposes, commercial or otherwise, free from any royalty or compensation, in relation to the Competition and grant of rights in relation thereto.

### **Finials**

- 58.2 Member Associations, Participating Teams, Participating Players and Participating Officials acknowledge that their participation and attendance in the Competition shall constitute an agreement to the use and/or recording of their image, voice or likeness without notice or compensation, and shall indemnify, release, defend and hold harmless GFA, GFA Commercial Rights Partner and Official Licensees from any and all claims relating to the use of their imaged and likeness in relation to the Competition and/or grant of rights relating to the Competition.
- 58.3 Member Associations, Participating Teams, Participating Players and Participating Officials shall ensure that no individual, company or commercial entity uses and/or exploits the Image Rights in any way which may likely draw or infer and association to GFA, Competition or Official Licensees and shall inform GFA immediately of any unauthorized use or infringement of the Image Rights.

### **Qualifiers**

- 58.4 Any use and/or proposed use of the Image Rights by the Host Organization to any of its associated third parties shall be subject to prior written approval of GFA.

### **59. Public Exhibition Rights**

- 59.1 GFA is entitled to exploit all Public Exhibition rights relating to the Competition and reserves all rights in respect to the use and/or license of such rights worldwide.

### **Finials**

- 59.2 Member Associations, Participating Teams, Participating Players and Participating Officials shall not organize and ensure that any third parties associated to the Member Associations, Participating Team, Participating Players and/or Participating Officials do not organize any form of public exhibition of the Matches of the Competition, at any time, whether prior to, during or after the Competition.
- 59.3 Any intention or proposed intention to hold or organize any form of public exhibition and/or use or exploit any Public Exhibition Rights relating to the Competition shall be subject to the prior written approval of GFA and in accordance to the directions and instructions as issued by GFA and GFA Commercial Rights Partner.

### **Qualifiers**

- 59.4 Each Host Organization shall not organize and ensure that any third parties associated to the Host Organization does not organize any form of public exhibition of the Matches of the Competition, at any time, whether prior to, during or after the Competition period without the prior written approval of GFA.
- 59.5 Any intention or proposed intention to hold or organize any form of public exhibition and/or use or exploit any Public Exhibition Rights relating to the Competition shall be subject to the prior written approval of GFA and in accordance to the directions and instructions as issued by GFA.

### **60. Official Functions**

- 60.1 GFA is entitled to exploit all rights relating to the Official Functions and events relating to the Competition and reserves all rights in respect to the organizing and/or staging of such functions or events throughout the Territory.

### **Finials**

- 60.2 Member Associations, Participating Teams, Participating Players and Participating Officials shall not organize and ensure that any parties associated to the Member Associations, Participating Teams, Participating Players and/or Participating Officials do not organize any Official Functions or events relating to the Competition without the prior written approval of GFA. Any party that wished to organize and/or stage any Official Function shall provide GFA with a detailed plan setting out among others the date, time and venue of the proposed function or event and shall follow and comply with any directions or instructions issued by GFA and GFA Commercial Rights Partner regarding the overall organizing and/or staging of the Official Function.
- 60.3 Any events or functions proposed to be organized and/or staged shall be on a non-commercial basis with no sales of tickets or payment in cash or kind from any third party or company and/or no association to GFA and/or its Official Licensees.

### **Qualifiers**

- 60.4 Host Organizations shall be entitled to organize official events relating to the hosting of any Match of the Competition subject to the prior written approval of GFA. In so doing, Host Organizations shall provide GFA regarding any matters relating to the overall organizing and staging of such events.
- 60.5 Host Organizations acknowledge that any events proposed to be organized shall be on a non-commercial basis with no sales of tickets or payment in cash or kind from any third party save except for any such contribution from its commercial rights licensees as part of its license agreement with the Host Organization.

- 60.6 In the event, the Host Organization intends to use any images or footages of materials owned by GFA during any such events, the Host Organization acknowledges that such use shall be subject to the provisions of Clause 55.4 and 55.5 above.

#### **61. Competition Marks and Competition Title**

- 61.1 GFA is the owner and/or controller of all rights, title and interest to the Competition Marks and Competition Title and reserves all rights in respect to the use and/or license to use of such rights worldwide.

#### **Finals**

- 61.2 GFA has granted the exclusive right of use and exploitation of the Competition Marks and Competition Title to its Official Licensees pursuant to their respective agreements with GFA and GFA Commercial Rights Partner.
- 61.3 Any proposed use of the Competition Marks and/or Competition Title shall be in the approved format in accordance to GFA branding guidelines, subject at all times to the prior written approval of GFA.
- 61.4 Where approval to use of the Competition Marks and/or Competition Title has been granted by GFA such use shall ensure that any third parties associated to the Member Associations, Participating Teams, Participating Players and/or Participating Officials do not use the Competition Marks and/or Competition Title in a manner which may damage or bring into disrepute the good name, image and reputation of GFA, Competition or sport of association football or likely imply an endorsement or infer an association to any particular product or service of the Member Associations, Participating Teams, Participating Players and/or any third parties.

#### **Qualifiers**

- 61.5 Any proposed use of the Competition Marks and/or Competition Title shall be in the approved format in accordance to the branding guidelines as issued by GFA, subject at all times to the prior written approval of GFA.
- 61.6 The licensees procured by a Host Organization may use and/or exploit the Competition Marks and Competition Title for promotional purposes relating to the Competition pursuant to their respective license agreements with the Host Organization and subject to the terms of this Manual.
- 61.7 Where approval to use of the Competition Marks and/or Competition Title has been granted by GFA, the Host Organization and any of its appointed commercial rights licensees shall ensure that such use shall not be in a manner which may damage or bring into disrepute the good name, image and reputation of GFA, Competition or sport of association football or

likely imply an endorsement or infer an association to any particular product or service of the Host Organization or appointed Licensee.

## **62. Merchandise Rights**

- 62.1 GFA is entitled to exploit all Merchandise Rights relating to the Competition and reserves all rights in respect to the use and/or license of such rights throughout the Territory.

## **Finals**

- 62.2 GFA has granted the exclusive right of use, association and exploitation of such rights to it Official Licensees through means of franchising, display, sampling, demonstration and/or sale of products and services pursuant to their respective agreements with GFA and GFA Commercial Rights Partner.
- 62.3 Member Associations, Participating Teams, Participating Players and Participating Officials shall not be use and/or exploit and ensure that no individual, company or commercial entity uses and/or exploit and ensure that no individual, company or commercial entity uses and/or exploits the Merchandise Rights in any way which may likely draw or infer an association to GFA, Competition and/or any of the Official Licensees and shall inform GFA immediately of any unauthorized use and/or infringement of such rights.
- 62.4 Any use or exploitation and/or proposed use or exploitation if the Merchandise Rights relating to the Competition shall be in accordance to GFA branding guidelines subject at all times to the prior written approval of GFA.

## **Qualifiers**

- 62.5 Any use and/or proposed use of the Merchandise Rights by the Host Organization shall be subject to certain licensing terms as issued by GFA and the prior written approval of GFA.
- 62.6 Host Organizations shall ensure that no individual, company or commercial entity uses and/or exploits the Merchandise Rights in any way which may likely draw or infer an association to GFA and/or Competition and shall inform GFA immediately of any unauthorized use or infringement of the Rights.
- 62.7 Member Associations, Participating Teams, Participating Players and Participating Official shall observe all instructions of GFA and GFA Commercial Rights Partner in relation to the grant exploitation of all Merchandise Rights.

## **63. Official Products and Equipment**

### **Finals**

- 63.1 GFA and GFA Commercial Rights Partner shall be responsible for the coordination of all sponsorship of official products and equipment relating to the Competition.
- 63.2 The Host Organization shall assist GFA and the GFA Commercial Rights Partner in arranging for the proper storage and safe keep of materials and equipment relating to the Competition and all Matches.
- 63.3 The Host Organization shall liaise with government and local authorities in ensuring the unfettered, duty free clearance of such goods used in relation to the Competition.
- 63.4 As part of the exclusive rights accorded to the Official Licensee under their respective agreements with GFA and GFA Commercial Rights Partner, the Official Licensees shall supply official products and equipment containing the branding of the Official Licensees for use in relation to the Competition, Participating Teams, Participating Players and Participating Officials shall use all such official products and equipment as instructed by GFA or GFA Commercial Rights Partner pursuant to its participating in the Competition.
- 63.5 Where no supply of official products and equipment are made available by the Official Licensees, GFA and GFA Commercial Rights Partner shall reserve the right to determine the products and equipment used in relation to the Competition and the Participating Teams, Participating Players and Participating Officials shall observe all instructions issued by GFA.
- 63.6 Member Associations, Participating Teams, Participating Players and Participating Official shall not use, exhibit or display any sponsor or third party marks, names, branding or indicia on themselves or any products, playing or training kits and/or other team supplied or equipment, in a Controlled Access Area or when attending any press conferences, interviews or any media activity, Official Function or event relating to the Competition, save as otherwise permitted under the GFA Equipment Regulations.

### **Qualifiers**

- 63.7 GFA shall be responsible for the coordination of all sponsorship of official products and equipment relating to the Competition, unless such responsibility is granted to the Host Organization.
- 63.8 The Host Organization shall assist GFA in arranging for the proper storage and safe keep of materials and equipment relating to the Competition and all Matches.
- 63.9 The Host Organization shall liaise with government and local authorities in ensuring the unfettered, duty free clearance of such goods used in relation to the Competition.

- 63.10 Where no supply of official products and equipment are made available by GFA, GFA shall reserve the right to determine the products and equipment used in relation to the Competition and the Host Organization, Participating Team, Participating Players and Participating Official shall observe all instruction issued by GFA in this regard.
- 63.11 The Host Organization, Member Associations, Participating Team, Participating Players and Participating Officials shall not use, exhibit or display any sponsor or third party marks, names, branding or indicia on themselves or any products, playing or training kits and/or other team supplies or equipment, in a Controlled Access Area or when attending any press conferences, interviews or any media activity, Official Function or event relating to the Competition, save as otherwise permitted under GFA Equipment Regulations.

#### **64. Advertising and Branding**

##### **Finals**

- 64.1 GFA and GFA Commercial Rights Partner shall be responsible for the advertising and branding of the Competition.
- 64.2 The Host Organization shall assist GFA and GFA Commercial Rights Partner in installing, removing or concealing any decoration, signage or advertising in accordance with the direction of GFA and GFA Commercial Rights Partner, at no cost to GFA.
- 64.3 The Host Organization shall ensure that GFA, GFA Commercial Rights Partner and Official Licensees are provided with sufficient space within the commercial display area defined by GFA to enable GFA, GFA Commercial Rights Partner and/or Official Licensees to fully exercise the Merchandise Rights.

##### **Qualifiers**

- 64.4 The Host Organization shall be responsible for the advertising and branding of the Competition, subject to the approval of GFA.
- 64.5 The Host Organization shall assist GFA in installing, removing or concealing any decoration, signage or advertising in accordance with the direction of GFA, at no cost to GFA.
- 64.6 The Host Organization shall, where applicable, ensure that GFA provided with sufficient space within the commercial display area defined by GFA for the full exercise of any Merchandise Rights granted to the Host Organization.



## **General Provisions**

- 64.7 The Host Organization, Participating Teams, Participating Players, and Participating Officials shall not use or erect any signage or advertising in any Stadium or Official Training Site at any point during the Competition, without the prior written approval of GFA.
- 64.8 The Host Organization shall be responsible, at its own cost, for obtaining all licenses and permits required for the use, placement and publishing of any advertising or branding of the Competition, including in relation to the placement of pitch side perimeter advertising boards and/or any display at any Stadium, Official Training Site or any Controlled Access Area.
- 64.9 The Host Organization acknowledges that a restricted view may arise as a result of the placement and positioning of certain advertising and branding of the Competition but shall comply with all such arrangements as advised by GFA.

## **65. Controlled Access Areas**

- 65.1 The Host Organization shall be responsible for the operation and management of all Controlled Access Areas in cooperation with venue operators and where appropriate, the relevant local and national government authorities.
- 65.2 The Host Organization shall produce, install and remove all look and feel elements in the Controlled Access Areas in accordance with the specific directions of GFA and shall only use the look and feel artwork as provided by GFA.
- 65.3 The Host Organization shall bear all costs associated to the provision and use of the Controlled Access Areas.
- 65.4 The Host Organization shall ensure the immediate concealment or removal of any or all unauthorized or third-party advertising, marketing or promotion from the Stadium or Official Training Site and that the Stadium including all Controlled Access Areas and Official Training Sites shall be free from any third-party agreements relating to the use and operation of the Stadium or any part thereof.

## **66. Clean Stadium**

- 66.1 The Host Organization shall, at its own cost, be responsible for the delivery of A Clean Stadium.
- 66.2 The Host Organization, Participating Teams, Participating Players and Participating Officials shall ensure that they and their commercial partners or associated third parties refrain(s) from undertaking any actions which may likely impede or effect the delivery of a Clean Stadium.
- 66.3 GFA reserves all rights in respect to the removal or placement of all advertising or commercial signage within all Stadiums and Official Training Sites. The Host Organization,

Participating Teams, Participating Players and Participating Officials shall comply with the directions or instructions of GFA in relation thereto.

#### **67. Rights Protection and Ambush Marketing**

- 67.1 GFA has established a rights protection program to provide a framework for the recognition of all rights associated to the Competition and to combat any unauthorized use and/or association of rights relating to GFA and/or Competition.
- 67.2 The Host Organization, Participating Teams, Participating Players and Participating Officials shall provide all assistance and support to GFA, authorities and/or any appointed parties in ensuring the successful implementation and enforcement of the program and shall notify GFA of any infringement, suspected infringement or ambush marketing-related activities upon it becoming aware of such matters.
- 67.3 The Host Organization, Member Association, Participating Teams, Participating Players and Participating Officials shall ensure that their commercial partners and/or associated their parties do not part take in any matters which are likely to be considered as an ambush marketing-related activity or infringement of the rights of GFA and/or Competition.

#### **68. Printed Materials**

- 68.1 All rights in and to all Competition related collaterals and publications including without limitation, the official souvenir programs, Match day programs, official magazine, location guidebooks, official posters are exclusively reserved by GFA.
- 68.2 The Host Organization, Member Association, Participating Teams, Participating Players and Participating Officials shall not publish any Competition or Match related publications without the prior written approval of GFA

#### **69. Competition Trophy**

- 69.1 For all other Competitions, the original Competition trophy shall be presented to the Champion during the prize presentation ceremony only and will be replaced by a scaled-down replica by GFA after the ceremony for the Champion's permanent possession.
- 69.2 The Champion shall ensure that the original or replica trophy in its possession remains within its control at all times does not leave the territory of its Member Association without the prior written consent of GFA.
- 69.3 The Champion shall not use and/or exploit and ensure that no individual, company or commercial entity uses and/or grants visibility to the original or replica trophy in any way which may likely draw or infer an association to GFA, Competition and/or any of the Official Licensees and shall inform GFA immediately of any unauthorized use and/or infringement of such rights.

- 69.4 GFA may issue additional trophy guidelines which must be complied with by the Champion at all times.

## **70. Reporting and Match Recording**

- 70.1 Host Organization shall submit the below reports in accordance with the stipulated timeline:

### **70.1.1 Television Broadcasting Report: Domestic and International Broadcast Schedules.**

- 70.1.1.1 Contents: station name; broadcast territory; date and time of broadcast; transmission media (e.g. terrestrial, satellite, or cable); broadcast mode (e.g. free-to air, pay or pay-per-view); and nature of transmission (e.g. live, delayed, or repeat);

- 70.1.1.2 Delivery: latest ten (10) days before the Competition.

### **70.1.2 Sponsorship Status Reports**

- 70.1.2.1 Contents: company names; sponsorship categories; industries; and sponsor benefits and obligations;

- 70.1.2.2 Delivery: latest twenty (20) days before the Competition.

### **70.1.3 Final Report**

- 70.1.3.1 Contents: sponsor activities with photos; Host Organization activities; television distribution data, and commercial sales information;

- 70.1.3.2 Delivery: latest (1) month after the final Match of the Competition.

- 70.2 Each Host Organization shall be responsible for the provision of three (3) copies of the Match recording to the Match Commissioner immediately after the completion of each Match.

## **SECTION 8: INFOTAINMENT**

### **71. Giant Screen**

- 71.1 The use of giant screens, including but not limited to any display, replay or announcement, must comply with the instructions by the GFA. The Host Organization shall ensure that no commercial, political, religious or personal message or slogan in any language or form is transmitted on the giant screen, unless otherwise expressly approved in writing by the GFA.

### **72. Announcement Script**

- 72.1 The standard announcement script as set out in Appendix 11 shall be used in all Competitions and incorporated into the relevant infotainment run sheet.

72.2 English shall always be read first, followed by the local language where applicable.

### 73. GFA Replay Policy

- 73.1 The GFA replay policy shall be utilized to ensure that the replays shown by the TV Production team are filtered on the giant screens, in order not to disrupt a Match.
- 73.2 Replays of goals, shots on goal, impressive football skills or saves shall be shown on the giant screens during play.
- 73.3 Replays of controversial decisions, fouls or unsporting behavior are not permitted to be shown.
- 73.4 In the event of tense situations on the Field of Play involving Participation Players or Match Officials, the television feed close up should not be shown.
- 73.5 Highlights may be shown on the giant screen after the Match as set out below:

Examples of replays to be shown	Examples of replays NOT to be shown
Indisputable goals	All offside decisions
Different angles of goals	Controversial goals (fouls before goal or irregular goal)
Goal Scoring	All fouls and all penalty decisions
Saves by the goalkeeper	Unsporting behavior by players and/or officials
Demonstrations of excellent skill	Controversial referee decisions
Fair play situations	Tense situations in the technical area (discussion between coaches and the 4th Official)

### 74. Video Assistant Referee (VAR) technology

#### Football

- 74.1 VAR technology may be used in accordance with the Laws of the Game and the relevant VAR protocol for the purpose of assisting the referee. The assistance from the video assistant referee (VAR) will relate to using replay(s) of the incident. The referee will make the final decision which may be based solely on the information from the VAR and/or the referee reviewing the replay footage directly.

- 74.2 No sources of systems other than the official VAR technology installed and approved in writing by the AFC may be used by the referee to review replays during the Match.
- 74.3 VAR technology may be used at any stage during the Competition. However, GFA may decide to not use VAR technology in certain Matches.
- 74.3.1 Should it be necessary for whatever reason, Matches may start and/or finish without the use of VAR technology, and any failure, unavailability, use or non-use of the VAR technology will in no way prejudice the validity of the referee's decisions, with such decisions being final in all cases.
- 74.4 Following a VAR review, GFA may use any existing screens in the Stadium to show relevant graphics and/or replay supporting the decision taken by the referee.
- 74.4.1 GFA may decide, at any time, to stop VAR replays from being shown in the Stadium;
- 74.4.2 GFA shall decide which graphics and/or replays are to be shown in the Stadium;
- 74.4.3 The use of any other different graphics/ replays by the Host Organization is strictly forbidden.
- 74.5 Each Host Organization authorizes GFA and/or the GFA technology service providers to install the relevant system approved in writing by GFA for the Competition/Match in its Stadium, which may include the use of existing Stadium infrastructure (e.g. cabling, WLAN, screen and/or giant screens).
- 74.5.1 Each Host Organization must, at all times, provide access to the Stadium and Stadium facilities as required by GFA and/or GFA technology service providers (e.g. as regards access to and use of power in the Stadium for the video operation room and referee review area).
- 74.5.2 The VAR system and the associated technology (including all cabling) may not be used, changed or touched by anyone other than GA and the relevant technology service providers.

## **Section 9: SAFETY & SECURITY**

### **75. General Requirements**

- 75.1 Each Host Organization and Participating Team must comply with GFA Safety and Security Regulations.

75.2 The Host Organization is responsible for liaison with public authorities in the host country and/or Host City to ensure that they work towards implementation of the measures contained in GFA Safety and Security Regulations.

75.3 GFA shall appoint a local safety and security officer, who shall:

75.3.1 Develop, implement and review safety and security policy and procedure, including risk management and planning;

75.3.2 Be the main point of contact between the public authorities and respect of the safety and security organization of Matches;

75.3.3 Manage the Match safety and security operations including resourcing, briefing, deployment and debriefing; and

75.3.4 Ensure that Stadium infrastructure, systems and equipment are certified as fit for purpose. The safety and security officer shall be qualified in accordance with the relevant national legal framework.

75.4 GFA shall be responsible to ensure formal accreditation is applied and put into force before the start of the Competition as instructed by GFA (cf. Appendix 16). Once accreditation has been established, access to Stadiums and other Controlled Access Areas shall only be permitted for those individuals with a valid permit.

## **76. Information for All Supporters**

76.1 GFA shall provide the following information to all supporters:

76.1.1 Stadium opening time;

76.1.2 Stadium map, including approach roads, car parks, public transport stops and location of viewing sectors; and

76.1.3 Stadium code of conduct, including the prohibition of items from entering Stadiums and offensive articles as well as the procedure of searching spectators.

## **77. Public Address System**

77.1 One of the apparent causes of unease and anxiety among spectators at any mass gathering event is a lack of adequate information at the time of crises. To avoid any panic and injuries among the spectators, it is essential to provide vital information concerning the nature of any emergency, hazard or risk. In such unlikely event the following the standard procedure is recommended to be followed:



## **SECTION 10: MEDICAL & ANTI-DOPING**

### **78. Emergency Medical Technician at Stadium**

78.1 An EMT must be stationed thirty (30) minutes before the commencement of each Match at the designated tunnel near the Medical Room and the Field of Play.

78.1.1 The EMT must be equipped with advance life support equipment such as defibrillator and trained emergency medical personnel.

78.1.2 Communication channels with the ambulance(s) for emergency evacuation should be in place.

78.1.3 The tunnel wherein the ambulance(s) are stationed shall be free from any obstruction. Media is not permitted within this area.

## **79. Medical Rooms at Stadium**

79.1 Each Stadium must have one (1) fully equipped medical rooms for medical care of the Team Official Delegations and GFA Delegations

79.1.1 A medical room shall be located in the vicinity of tribunes to provide emergency and related medical services. Alternatively, a mobile paramedic can be allocated to cover the tribunes.

79.1.2 The following emergency equipment shall be present and fully operation in the medical rooms:

79.1.2.1 Minimum one (1) examination and treatment tables;

79.1.2.2 Minimum two (2) hardboard/spinal stretchers with head blocks;

79.1.2.3 Defibrillator with rhythm and patient data recording or AED;

79.1.2.4 Portable oxygen minimum of four hundred (400) Liters;

79.1.2.5 Immobilization equipment as such, spiral board, cervical collar set; and

79.2 Medical support at the Field of play is recommended to be equipped with a transportable medical bag consisting of;

### **Diagnostic Equipment**

79.2.1 Stethoscope, Blood Pressure Monitor with cuff size 10cm/66cm, pupil lamp, reflex hammer, blood sugar gauge and/or blood sugar test sticks, digital thermometer, pulse oximeter;

### **Circulation**

79.2.2 Infusion equipment with administration sets and solution, portable defibrillator with rhythm and patient data recording (AED).

### **Breathing**

79.2.3 Portable airway care system, aspirator, suction catheter, portable oxygen minimum of four hundred (400) Liters, resuscitator with masks and airway, mouth to mask ventilator with oxygen inlet, larynx mask, intubation equipment, tubes;

### **Emergency Surgical Equipment**

79.2.4 Needle holder, forceps, scalpel, scalpel blades, Scissors (sharp and tape), nail clippers, syringes (2ml, 5ml, 10ml), needles, suture cutters, local anesthetics



(lidocaine with and without adrenaline (epinephrine), Sterile strips (1 / 8, 1 / 4"), alcohol swabs, Sterile dressing pads, dressing strips, tube and dressing gauze and container for contaminated needle;

### **Medicaments**

- 79.2.5 Oral analgesics/antipyretics, injectable analgesics (not in the list of prohibited substances). NSAIDs/COX2-inhibitors injectable adrenalin (epinephrine) for anaphylaxis, Antibiotics, antacids antihistamines, anti-asthmatic inhalators (beta-2-agonist, corticosteroid). 50% glucose solution, sedatives, hypnotics, throat lozenges, cough mixture/antitussive medications, cream/ointment (anti-fungal, antibiotic, corticosteroid, anti-inflammatory), eye and ear antibiotic drops, tetanus toxoid and anti-diarrhea tablets/liquids;

### **Equipment**

- 79.2.6 Splints, triangular sling bandage, tongue depressors, cotton tip applicators, rigid sport tape, elastic bandage, adhesive tape, adhesive foam, adhesive spray and coolant spray. Vacuum mattress or long spiral broad complete with head immobilizer, cervical collar, cervical upper spinal immobilization devices and disposable gloves.

## **80. Medical Provisions for Extreme Environment Conditions: Heat, Cold and Haze**

- 80.1 The Host Organization at its own cost, shall set-up the following provisions in case of extreme environment conditions.

### **Hot Environment Equipment**

- 80.2 Once the decision to introduce cooling breaks has been established, the Host Organization shall provide the following:
- 80.2.1 Two (2) cooler boxes (one (1) per Participating Team) with adequate quantities of ice during each half of the Match for cooling breaks (i.e. 30th & 75th min). Participating Team may use their own cooling items, if they so require;
- 80.2.2 Face towels soaked in ice cold water for Participating Players and Match Officials (i.e.  $11 \times 2 = 22 + 4 = 26$  for each cooling break;
- 80.2.3 Additional cold bottled water for Participating Players and Match Officials for each cooling break; and
- 80.2.4 Emergency medical services:
- 80.2.4.1 Heat stroke diagnostic equipment and treatment logistics (rectal temperature thermometer, medications for anti-convulsion, tub and tepid water spray etc.

80.2.4.2 A medical team conversant with treatment of heat related injuries.

**Haze (Air Pollution)**

80.3 The Organizing Association shall provide the following in the event there is haze and air pollution:

80.3.1 An emergency medical team/ trained in such emergencies, including if possible, access to Respiratory Physician (an expert in dealing with such emergencies);

80.3.2 Additional medical personnel; and

80.3.3 Adequate medical supplies and equipment.

**81. Head Concussion**

81.1 A Participating Player who experiences a suspected concussion during a Match must undergo an examination by the team doctor in accordance with the protocols established by the GFA Medical Committee and/or documented in the FIFA Football Emergency Medicine Manual. The referee may temporarily suspend play up to three (3) minutes whenever an incident of suspected concussion occurs. The referee may only allow the injured Participating Player to continue playing with the authorization of the team doctor, who will have final decision.

81.2 The team doctor may call-upon the Host Organization medical personnel on the pitch and/or the GFA Medical Officer to assist on the assessment and management (if deemed necessary).

81.3 GFA recommends that Participating Teams follow the return to play protocol set out in the Sport Concussion Assessment Tool 5 (SCAT5) for any player who has suffered concussion. SCAT5 recognizes that the time frame for return to play may vary, including based on the player's age and history, and the doctor must use their clinical judgement in making decision with respect to return to play.

**82. Official Training Sites**

82.1 Official Training Site must be equipped with basic emergency medical equipment, massage tables and supply of ice, and staffed with paramedic/medical personnel. An Ambulance must be stationed at each official training site, equipped with advance life support equipment such as defibrillator, oxygen, I/V drip sets, emergency medicaments and trained emergency medical personnel.

**83. Accommodation**

83.1 Host Organization must provide contact details of the designated doctor(s) that will be on-call twenty-four (24) hours for the duration of the Match and/or Competition.

## 84. Hospital

- 84.1 GMH and GRMC shall be identified to provide, as a minimum, twenty-four (24) hour accident and emergency department services, including without limitation the ability to manage major trauma.
- 84.2 All designated hospitals must be located within the proximity of a Stadium and Accommodation as to minimize any response time for emergency incidents and/or the transfer of a patient to hospital.
- 84.3 The transfer by road of any officially-escorted medical emergency vehicle should not exceed fifteen (15) minutes, and in the event that this cannot be guaranteed due to logistical, geographical or other challenges, helicopter evacuation and transfer should be comprehensively catered for.

## 85. Spectators

- 85.1 The following emergency medical response(s) must be readily available to cater for spectators in Stadia:
- 85.1.1 The presence of suitably trained first-aiders at the ratio of one (1) first-aider per one thousand (1,000) supporters (1:1,000), and thereafter one (1) first-aider per two thousand (2,000) supporters (1:2,000) in an all-seating Stadium. If, however, seating and standing accommodation is present the ratio shall increase.

85.2 The following logistical requirements for medical services are recommended:

Medical Service	Spectators	Number required
Ambulance with a minimum of 2 staff each	Up to 15,000 15,000 - 25,000 25,000 or more	2 on site 3 on site + 1 off site 4 on site + 2 off site
Fixed medical post with minimum of 2 BLS Staff each	Up to 15,000 15,000 - 25,000 25,000 - 50,000 50,000 or more	2 3 4 6
Mobile medical teams with x 2 BLS staff each	Up to 15,000 15,000 - 25,000 25,000 - 50,000 50,000 or more	4 8 16 20

Advance life support (doctor, nurse, paramedic)	Up to 15,000	1
	15,000 - 25,000	2
	25,000 - 50,000	3
	50,000 - 75,000	4

(BLS: Basic Life Support, EM: Emergency-Medicine Trained)

**Off Site:** The ambulance(s) must be designated before the event and should be in close proximity to the Stadium. They should report to the rendezvous point and the staff should be fully briefed on their role at the event, should they be called to assist.

**Mobile Medical Teams:** The number and designation of these teams will depend on the structure of the Stadium (number of levels, spectators, movement limitation measures etc.) and the accreditation limitations of the event.

## 86. Communication

- 86.1 Key medical personnel should have a form of functioning electrical communication device, either portable two-way radio or cell phone, in order to be contactable and to be able to make contact should the need arise.

## 87. Accreditation of foreign medical personnel

- 87.1 Each Host Organization shall provide the AFC with information on the guidelines and procedures issued by the local authorities regarding the accreditation of foreign medical personnel (e.g. temporary registration to practice medicine, approval of medicines, and notification of scheduled substances and medical devices to be utilized).

## 88. Anti-Doping

- 88.1 Doping control may be carried out in accordance with the latest FIFA ADR, AFC Anti-Doping Regulations.
- 88.2 The Doping Control Officer is responsible for the implementation of doping control in all Matches. GFA shall appoint a local doping control officer (must be a Medical Doctor) to provide assistance in doping control matters.
- 88.3 GFA shall ensure that all Stadia and Official Training Sites have the required doping control facilities. It is recommended that the doping control room be within the vicinity, of the both team dressing rooms. The waiting and sampling area must be air-conditioned, well ventilated, brightly lit and with easy washable and non-slippery floors.
- 88.4 The Doping Control Room requirements are as follows:

### Waiting Area

- 88.4.1 Minimum sixteen square meters (16m<sup>2</sup>);

- 88.4.2 Seating to accommodate eight to ten (8-10/0 persons;
- 88.4.3 Refrigerator equipped with sufficient unopened drinks in plastic bottles or glass (no soft drinks or alcoholic drinks);
- 88.4.4 Television; and
- 88.4.5 Waste paper bin for bottles.

#### **Sampling Area**

- 88.4.6 Minimum sixteen square meters (16m<sup>2</sup>);
- 88.4.7 One (1) desk covered with white linen cloth with four (4) chairs;
- 88.4.8 One (1) lockable cabinet;
- 88.4.9 Two (2) large waste paper bins; and
- 88.4.10 One (1) desk for doping control equipment.

#### **Sanitary Facilities (Adjacent or next to the Sampling Area with Private Access)**

- 88.4.11 Examination couch for the Participating players to lie down on if blood sampling is to be undertaken at the tournament;
- 88.4.12 One (1) toilet and toilet paper;
- 88.4.13 One (1) washbasin and mirror;
- 88.4.14 One (1) shower with sufficient towels and soap/shampoo; and
- 88.4.15 Waste paper bin.
- 88.5 The GFA shall supply doping control kits, all necessary forms and doping control vests.
- 88.6 Urine and blood samples will be screened for prohibited substances by the accredited WADA laboratory. Upon the completion of each doping control, samples will be immediately transported by official courier (express delivery) to the accredited WADA laboratory. The Host Organization shall ensure the arrangements with the local courier. All cost of couriating samples shall be borne by the GFA.

## 89. Working Seats for Medical Officers and Doping Stewards

- 89.1 Permanent seats at the VVIP/VIP tribune must be allocated for the AFC Medical Officer and Host Organization Medical Officer. The seats must be next to an aisle for quick access to the VVIP/VIP tribune and Field of Play.
- 89.2 Five (5) permanent seats must be allocated for Doping Control Officers and four (4) doping control stewards, preferably in the first row of the tribune.

## 90. Obligations for Medical Treatment

- 90.1 Each Participating Player must sign a waiver of liability.

### 6. Release of Liability

In consideration of the permission granted to ME/MY CHILD by the Guam Football Association (GFA) and/or its affiliate organizations to participate in GFA activities, I hereby release and discharge GFA, its clubs, representatives, officials coaches, agents, employees, officers, successors, sponsors, and assigns, from all claims, demands, actions, judgments, and executions, which the undersigned ever had, now has, or may have, for which the undersigned heirs, executors, administrators, or assigns, may have or claim to have against GFA, it's representatives, officials, coaches, agents, employees, officers, successors, sponsors, and assigns, for all personal injuries, whether known or unknown, caused by, or arising out of, GFA sponsored sports activities. Further, in case of a medical emergency, I cannot be contacted; I hereby authorize personnel associated with GFA to render first aid and/ or transport me/my child to a hospital or emergency medical facility for treatment. Additionally, I grant GFA, its clubs, representatives, officials coaches, agents, employees, officers, successors, sponsors to insert pictures or video of myself, my child/ren, or ward in our website and other promotional material not limited to any form of media related to the sport of football. These photos or videos may be images of child/ren, ward or myself.

\_\_\_\_\_  
Signature of adult player or parent/guardian

\_\_\_\_\_  
Date

## 91. Identifiable Uniforms

- 91.1 Medical and doping control personnel must wear an identifiable uniform which provides easy recognition by the GFA Delegation, Team Official Delegations, spectators, and Media.
- 91.2 GFA shall provide bibs for no-pitch medical staff and doping control stewards.

## SECTION 9: ADMINISTRATION

### 92. Awards

- 92.1 The Most Valuable Player of the Competition is awarded to the Participating player who has a major influence in each of their Matched and the Competition overall.
- 92.2 The Player of the Match is awarded to Participating player who has a major influence on an individual Match.

- 92.3 The Golden Boot is awarded to the Participating Player who has scored the highest number of goals. If there is still a tie, the total minutes played will be taken into account with the Participating player with the lower number of minutes played ranked first.
- 92.4 The Golden Glove is awarded to the most outstanding goalkeeper based on goal average (Total number of minutes played / number of goals scored against). Keepers must play 75% of the total minutes. Tie Breakers are clean sheets.
- 92.5 The GFA Fair Play Award is awarded to the Participating Team who has collected the most Fair Play points.
- 92.6 GFA Competition Committee may decide to introduce further awards.

### **93. Trophy and Medals**

- 93.1 GFA shall award medals to the;
- 93.1.1 Champion;
  - 93.1.2 Runner-Up;
  - 93.1.3 Third place (if applicable);
  - 93.1.4 Participating Team who wins the GFA Fair Play Award; and
  - 93.1.5 Match Officials of the final Match.
- 93.2 No additional medals shall be produced.

### **94. Prize Presentation Ceremony**

- 94.1 A prize presentation ceremony, managed and controlled by GFA and coordinated with the Host Organization, shall be held immediately after the Final to present the awards, trophies, and medals.
- 94.2 The Participating Players and Participating Teams that qualify to receive the awards, trophies, and medals are required to attend the relevant prize presentation ceremony. Participating Team shall be represented by their Team Official Delegation. No other officials, players or staff may participate.

### **95. Taxes and Duties**

- 95.1 Host Organization and Participating Teams are responsible for the payment of all taxes, duties, and other charged payable in relation to the implementation of any matter set out in the Manual.

## **96. Fees and Expenses**

- 96.1 Host Organization and Participating Teams are responsible for the payment of all fees and expenses in relation to the implementation of this Manual, except where expressly identified otherwise in the relevant Regulations or specific agreement.
- 96.2 For the avoidance of doubt, this includes all profession (legal, accounting etc.), banking, and monetary exchange costs.

## **97. Indemnification**

- 97.1 Host Organization, Member Associations, Participating Teams, Participating Player and Participating Officials shall indemnify, hold harmless and defend GFA, its officers, members, agents, auxiliary persons, representatives, and employees from and against all liabilities, obligations, damages, losses, claims, demands recoveries, deficiencies, cost or expenses (including without limitation all attorneys' fees and expenses) which such parties may suffer or incur in connection with, resulting from, or arising out of any breach that party (including their officers, directors, representatives auxiliary persons, employees or agents) or any act or omission by that party ?including its officers, directors, representatives, auxiliary persons, employees or agents) in connection with the performance of its obligations pursuant to this Manual.

## **98. Disciplinary Measures**

- 98.1 All disciplinary measures in relation to this Manual shall be undertaken in accordance with the current GFA Statutes, GFA Disciplinary and Ethics Code, the relevant Regulations, and any relevant GFA circular.

## **99. Decisions**

- 99.1 All decisions made in accordance with is Manual, except where expressly identified otherwise, and are final and binding and not appealable in accordance with GFA Statutes.

## **100. Amendments**

- 100.1 The GFA General Secretariat reserves the right to make amendments to any part of this Manual for any reason whatsoever. Such amendments shall be duly communicated in due course.

## **101. Force Majeure**

- 101.1 The GFA Competition Committee is the only body capable of declaring Force Majeure event pursuant to this Manual.

## **102. Transitory Provisions**

- 102.1 This Manual shall apply for those Competitions which directly refer to it within their specific Regulations.
- 102.2 It shall not apply for any other Competition.



**103. Matters Not Provided For**

- 103.1 Matters not provided for in this Manual or corresponding Regulations shall be decided by the relevant GFA Committee. Such decision is final and binding and not appealable.

**104. Closing Provisions**

- 104.1 The GFA Secretariat is entrusted with the operational management of the Competitions and is therefore entitled to make decisions and adopt the detailed provisions necessary for implementing this Manual.

**105. Enforcement**

- 105.1 The First Edition of this Manual (2021 Edition) was ratified by the GFA Executive Committee and came into force immediately.

## **APPENDIX 1: Determining the ranking in a group using fair play criteria.**

1. Each Participating Team shall be awarded points for receiving red and yellow cards as indicated below:
  - 1.1. Per Yellow card: one (1) point;
  - 1.2. Per red card (as a consequence of two yellow): three (3) point;
  - 1.3. Per red card (direct): (3) points; and,
  - 1.4. Per yellow card followed by red card (direct): four (4) points.
2. The Participating Team receiving the least number of points shall be ranked highest. The remaining Teams shall be ranked in descending order.

## **APPENDIX 2: Determining the best positioned team from groups.**

If, after the GFA Competitions Committee has approved the competition system, and the best second or third-placed Participating Teams must be identified from among groups, the following shall be applied:

**Case 1: Where all groups consists of the same number of teams**  
*(Using the second-placed Participating Team as the example)*

Step 1: Identify the second-placed Participating Teams in each group

Step 2: Rank the second-placed Participating Teams on the following basis:

- a) Greater number of points from all group Matches;
- b) Goal difference resulting from all group Matches;
- c) Greater number of goals scored in all group Matches;
- d) Application of the Fair Play criteria (see Appendix 1);
- e) Drawing of lots.

### Group A

Team	P	W	D	L	GF	GA	GD	Pts
Team A	3	1	1	1	8	4	4	4
Team B	3	1	1	1	4	3	1	4
Team C	3	1	0	2	7	9	-2	3
Team D	3	0	0	3	5	8	-3	0

### Group B

Team	P	W	D	L	GF	GA	GD	Pts
Team E	3	2	1	0	14	2	12	7
Team F	3	1	1	1	8	10	-2	4
Team G	3	0	1	2	5	8	-3	1
Team H	3	0	1	2	2	9	-7	1

#### **Team B and Team F are the second-placed Participating Teams**

Both teams have four (4) points, therefore, criteria (a) does not provide identify the best second-placed Participating Team. Team B has a goal difference of +1 whereas Team f has a goal difference of -2. Applying criteria (b). Team B is ranked as the best second-placed Participating Team.

#### **Case 2: Where the number of teams in group varies** (Using the second-placed Participating Team as the example)

Due to the varying number of Participating Teams on each group, the second-placed Participating Teams in each group will have played a different number of Matches. In order to ensure equality, all Participating Teams shall be compared across the same number of Matches, the number of which shall be decided by GFA.

In principle, the results between the identified Participating Teams and the bottom-placed Participating Team in the group shall be considered null and void.

- Step 1: Identify the second-placed Participating Teams in each group.
- Step 2: Rank the second-placed Participating Teams in the following basis:
- Greater number of points from the Matches identified by the GFA;
  - Goal difference resulting from the Matches identified by the GFA;
  - Greater number of goals scored in the Matches identified by the GFA;
  - Application of the Fair Play criteria in the Matches identified by the GFA (See Appendix 1);
  - Drawing of lots.

### Group A

Team	P	W	D	L	GF	GA	GD	Pts
Team A	3	1	1	1	8	4	4	4
Team B	3	1	1	1	4	3	1	4
Team C	3	1	0	2	7	9	-2	3
Team D	3	0	0	3	5	8	-3	0

### Group B

Team	P	W	D	L	GF	GA	GD	Pts
Team E	4	3	1	0	14	2	12	10
Team F	4	2	1	1	8	10	-2	7
Team G	4	1	1	2	5	8	-3	4
Team H	4	0	1	3	2	9	-7	1
Team I	4	0	0	4	2	11	-9	0

#### **Team B and Team F are the second-placed Participating Team**

Group A and B have played different number of matches. In order to identify the best second-placed Participating Team, the number of matches shall be equalized.

The number of matches to be identified shall be equal to that contested in Group A (i.e. the group with the lower amount of matches per Participating Team). Accordingly, the number of matches played in Group B shall be reduced to three (3) matches per Participating Team. As such, the match between Team F and Team I will be considered null and void.

#### **Assume Team F won the match 3-0. We will have a new calculation for Team F:**

Team	P	W	D	L	GF	GA	GD	Pts
Team F	3	1	1	1	5	10	-5	4

After applying criteria (a), both Team B and Team F are equal, having accrued 4 points. Team B has a goal difference of +1 and Team F has a goal difference of -5, and after applying criteria (b). Team B is identified as the best second-placed Participating Team.

*Note: When deleting matches, the points or rankings of the other Participating Teams in group are irrelevant. Any new calculation is solely for the purpose of determining the best-placed Participating Team among the groups.*

### **APPENDIX 3: Registration of players who gave acquired a new nationality.**

#### **No. Documents**

1. Official Registration Form for Players with passport photo.
2. The player must provide one of the following categories of documents:
  - a.
    - 1) Letter from the Member Association of the player's previous nationality or country of birth declaring that the player has never played (either in full or in part) for its representative teams in an official competition of any category of any type of football; and
    - 2) Letter from the player declaring that he has never played for any representative teams of any Member Association (either in full or in part) in an official competition of any category of any type of football.
  - b. Decision of the FIFA Players' Status Committee allowing the player to change Association.
3. Clear copy of players' passport of the country the player wishes to represent.
4. Clear copy of players' national ID card.
5. If the player seeks to rely on 2(a) as opposed to 2(b), they must provide one of the following categories of documents:
  - a.
    - 1) Evidence that their father or mother was born on the territory of the relevant Association; and
    - 2) Evidence that such person is their biological parent.
  - b.
    - 1) Evidence that their grandfather or grandmother was born on the territory of the relevant Association; and
    - 2) Evidence that such person is their biological parent.
  - c.
    - 1) Evidence that the player has lived on territory of the relevant association on accordance with the FIFA Regulations Governing the Application of the Statutes;
    - 2) Any further evidence as required in the FIFA Regulations Governing the Application of the Statutes
  - d. Evidence that the player was born on the territory of the relevant association.

*\*Players relying on category 5 (c) under the age of 23 must provide a decision of the FIFA Players' Status Committee.*

#### **APPENDIX 4: Registration of players who have acquired a new nationality entitling them to represent more than one football association.**


##### **No. Documents**

1. Official Registration Form for Players with passport photo.
2. The player must provide one of the following categories of documents:
  - a.
    - 1) Letter from the Member Association of the player's previous nationality or country of birth declaring that the player has never played (either in full or in part) for its representative teams in an official competition of any category of any type of football; and
    - 2) Letter from the player declaring that he has never played for any representative teams of any Member Association (either in full or in part) in an official competition of any type of football.
  - b. Decision of the FIFA Players' Status Committee allowing the player to change Association.
3. Clear copy of player's passport of the country the player wishes to represent.
4. Clear copy of player's national ID card.
5. If the player seeks to rely on 2 (a) as opposed to 2(b), they must provide one of the following categories of documents:
  - a.
    - 1) Evidence that their father or mother was born on the territory of the relevant Association; and
    - 2) Evidence that such person is their biological parent.
  - b.
    - 1) Evidence that their grandfather or grandmother was born on the territory of the relevant Association; and
    - 2) Evidence that such person is their biological grandparent.
  - c. Evidence that the player has lived continuously on the territory of the relevant Association for at least **five (5)** years.
  - d. Evidence that the player was born on the territory of the relevant association.

## APPENDIX 5: Minimum Coach Education Requirements

For each Competition, the minimum coach education requirements for the Head Coach Assistant Coach, Goalkeeper Coach and Fitness Coach are:

	MEN D1	MEN D2	MEN MASTERS	REVALIDATION:
2020 - 2021 Dec. 31	C	NONE		None: 1x D: 1x C – A: 1x
2022 – 2023 Dec. 31	C	C	D	None: 2x D: 3x C – A: 3x
2024	C	C	D	None: 2x D: 3x C – A: 3x
2025 Jan. 1 2025 Dec.31	B	C	D	None: 2x D: 3x C – A: 4x
2026 – 2027 Dec. 31	B	C	D	None: 2x D: 3x C – A: 4x
2028 – 2029 Dec.31	B	C	D	None: 2x D: 3x C – A: 4x
2030 – 2031 Dec. 31	A	B	C	None: 2x D: 3x C – A: 4x

	WOMEN D1	WOMEN D2	RECREATIONAL/ MOM	REVALIDATION:
2020 - 2021 Dec. 31	NONE			None: 1x D: 1x C – A: 1x
2022 – 2023 Dec. 31	C	D	D	None: 2x D: 3x C – A: 3x
2024	C	D	D	None: 2x D: 3x C – A: 3x

2025 Jan. 1 2025 Dec.31	B	C	D	None: 2x D: 3x C – A: 4x
2026 – 2027 Dec. 31	B	C	D	None: 2x D: 3x C – A: 4x
2028 – 2029 Dec.31	B	C	D	None: 2x D: 3x C – A: 4x
2030 – 2031 Dec. 31	B	C	D	None: 2x D: 3x C – A: 4x

 YOUTH U6 – U10    YOUTH U11 – U17    REVALIDATION:			
2020 - 2021 Dec. 31	NONE		None: 1x D: 1x C – A: 1x
2022 - 2023 Dec. 31	D	C	None: 2x D: 3x C – A: 3x
2024	D	C	None: 2x D: 3x C – A: 3x
2025 Jan. 1 2025 Dec.31	D	B	None: 2x D: 3x C – A: 4x
2026 - 2027 Dec. 31	D	B	None: 2x D: 3x C – A: 4x
2028 - 2029 Dec.31	D	B	None: 2x D: 3x C – A: 4x
2030 - 2031 Dec. 31	D	B	None: 2x D: 3x C – A: 4x

Fitness Coaches must also have qualifications in sports science and a reputable background in the field.



## APPENDIX 6: AFC Regulations Governing the Recognition of Experience and Current Competence.

The AFC Regulations Governing the Recognition of Experience and Current Competence are available for download at [www.the-afc.com](http://www.the-afc.com).

For any queries regarding the recognition of coaching experience, please contact the AFC Technical Division.

## APPENDIX 7: Memorandum of Understanding for Amateur Player

<b>MEMORANDUM OF UNDERSTANDING (For Amateur Players)</b>	
IN CONSIDERATION of participating in the GFA ( <i>Name of Competition</i> ), we ( <i>Name of Member Association</i> ), ( <i>Name of Club</i> ), ( <i>Name of Player</i> ) HEREBY UNDERTAKE:	
<ol style="list-style-type: none"><li>1. to comply with all the obligations and requirements imposed on us under the relevant competition regulations and Competition Operations Manual;</li><li>2. that the player (<i>Name of Player</i>) had been registered by (<i>Name of Club</i>) and (<i>Name of Member Association</i>) according to its own transfer rules and those of the FIFA Regulations on the Status and Transfer of Players;</li><li>3. that the player (<i>Name of Player</i>) is registered only with (<i>Name of Club</i>) from the period dated (<i>insert start date of contract</i>) for the duration of (<i>insert period of contract</i>) and expiring on (<i>insert end date of contract</i>);</li><li>4. that the player (<i>Name of Player</i>) is NOT contracted, registered and / or playing with any other club in the world from (<i>insert start date of contract</i>) until (<i>insert end date of contract</i>);</li><li>5. that (<i>Name of Club</i>) and (<i>Name of Member Association</i>) shall be responsible for ensuring that all information provided by (<i>Name of Club</i>) shall be accurate; and</li><li>6. to guarantee our due compliance with the obligation, liabilities and requirements of the relevant regulations and Competition Operations Manual upon which participation in the GFA (<i>Name of Competition</i>) is granted to us and our liabilities under this undertaking.</li></ol>	
Dated this ( <i>date</i> ) day of ( <i>Month</i> ), ( <i>Year</i> )	
<hr/> <i>(Member Association name)</i> & SEAL ( <i>General Secretary name</i> ), General Secretary	<hr/> <i>(Name of Club)</i> & SEAL ( <i>General Secretary name</i> ), General Secretary
<hr/> <i>(Name of Player)</i>	

## APPENDIX 8: Pre-Match Countdown (Guam Football Association)

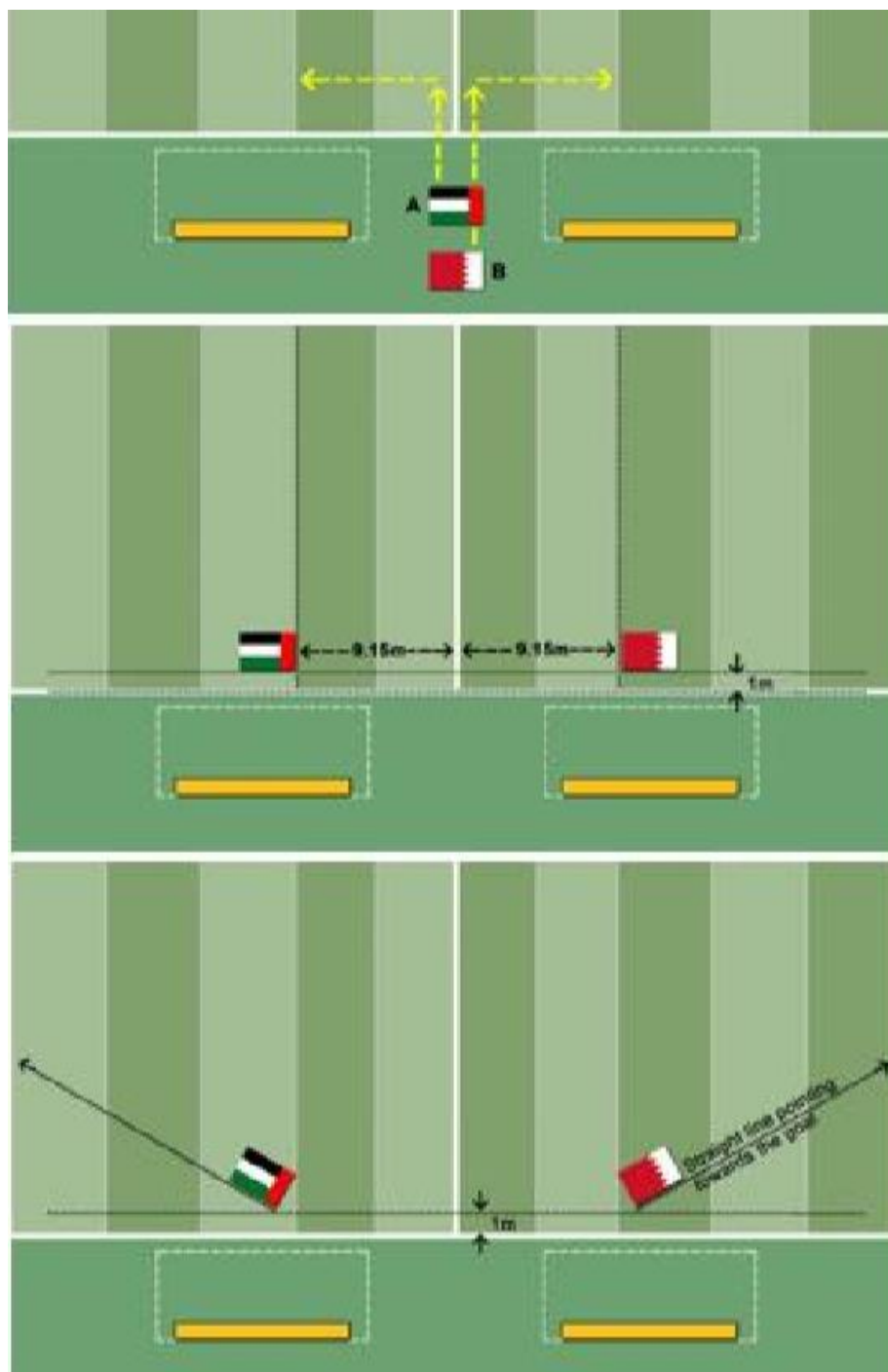
### Standard Countdown

Standard Countdown	
-02 h	Opening of Stadium to spectators.
-01h 30'	Enforcement of Access Control (SAD/ Latest Teams arrival / Arrival of Referee.
-01h 20'	Official Start List produced and distributes to Teams, Media, Broadcaster, Announcer, Match Officials, VIP and LOC.
-01 h 15'	Team A – AD Card and Equipment check by MC and 4th Official.
-01 h 10'	Team B – AD Card and Equipment check by MC and 4th Official.
-50'	Warm-up of Goalkeepers and Outfield Players.
-30'	Announcement of Team list & Matches Officials by Announcer.
-20'	Warm-up sessions ends. Teams return to respective dressing room. All flagbearers and flags are ready in the tunnel.
-15'	Media Officer and Photo Marshal to secure photographers at the Technical area.
-10'	Substitute Players and Match Officials to be in the tunnel.
-9'	Referees check on starting players list and player's equipment in the tunnel Flagbearers enter with national flag of Team A and followed by national flag of Team B.
-8'	Flagbearers enter with the GFA and campaign flags, General Coordinator, Referees and teams.
7'	Start of ceremony including team lining up in front of VIP Tribune, VIP handshake (if applicable). National Anthem, team's handshake, teams' photo, coin toss and exchange of pennants.
-0'	Kick-off.
<i>If there is any VP hand-shake, 2 minutes to be added to the above countdown.</i>	

## APPENDIX 9: Match Ceremonies

### 1. Entry of national flags (only applicable for National Team competition):

- Team a National Flag will march onto the field first and followed by Team B National Flag.



### 2. Entry of Participating Teams with Competition Flag and/or AFC Flag:

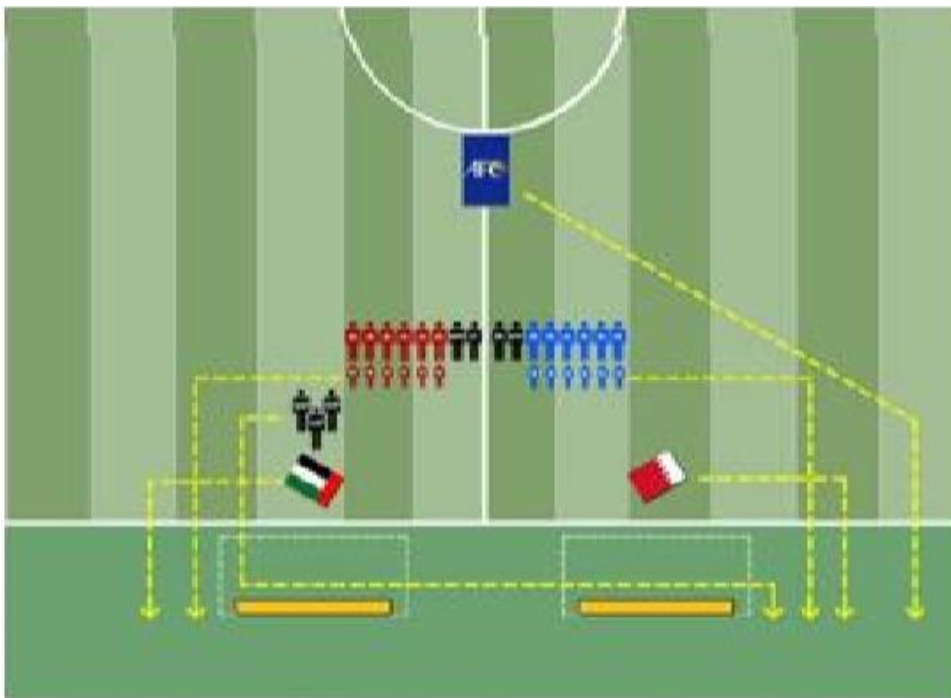
- After National Flags are in Position, following the (competition) AFC Anthem, the (Competition) AFC Flag shall enter the pitch.
- Six (6) flag bearers are required for each flag).
- Followed by General Coordinator (GC).
- Followed by Referee®, Assistant Referee (AR1) & (AR2) + 4<sup>th</sup> Officials (F).
- Followed by Participating Team (A) & (B) led by team captains with escort kids (if applicable).





### 3. VIP handshake procedure (when applicable):

- During the VIP announcement, Protocol Officer will escort VIP(s) to the pitch.
- Team captains will introduce players and Referee will introduce match officials to VIP(s).
- VIP(s) will stand at VIP position below during playing of national anthems.
- VIP(s) return to VIP Tribune OR handshake with officials at both team benches.



#### 4. Handshake Procedure:

- Referees and Team A do not move;
- Team B move towards Team A, shake hands with Referees and Team A;
- Team B will return to their original position to regroup for a team photo;



- Team A move towards the Referees and shake hands with Referees;
- Team A return to their original position to regroup for photo;
- Referees do not move;



## 5. Team Entry for Second Half:

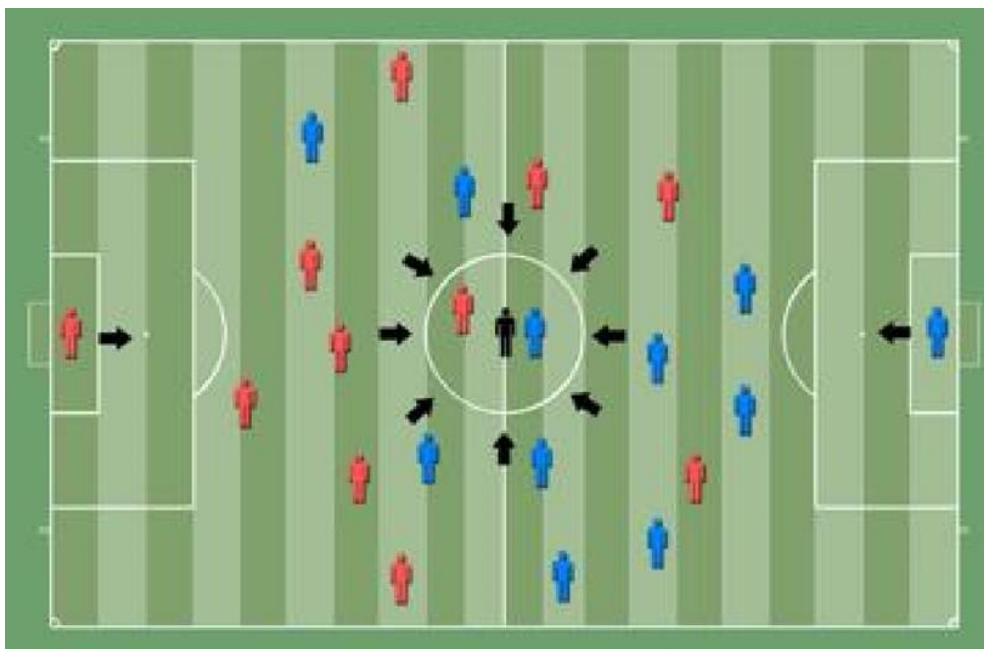
- Players of both teams and Referees enter at the same time;



## 6. Post-Match handshake:

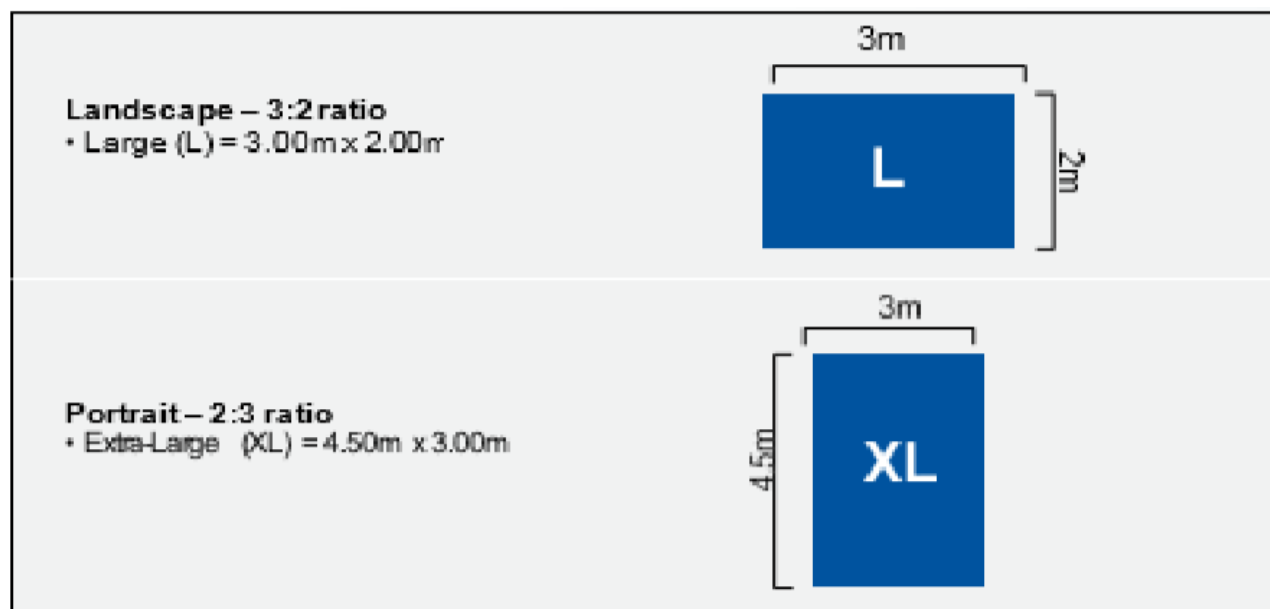
After Final Whistle:

- Match Officials and all players to gather at center circle;
- Team captains responsible to get their players to center circle;
- Handshake ceremony to be similar to those prior to the match;
- Players of both teams and Referees enter at the same time.



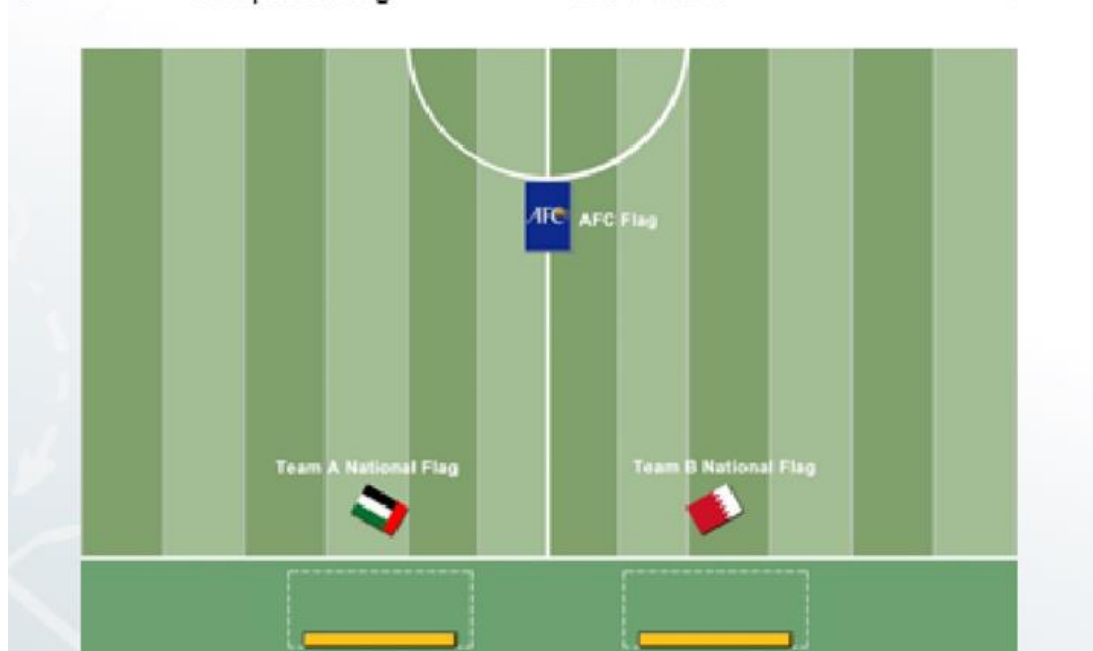
## APPENDIX 10: GFA Standard Flag Guidelines

The size below is the GFA standard Flag guidelines:



The table below applies to march-in flags (national flags are used in National Team Competitions only):

Sequence	Flags	Size	Quantity
1	Team A Flag	L - Landscape	1
2	Team B Flag	L - Landscape	1
3	Competition flag	XL - Portrait	1

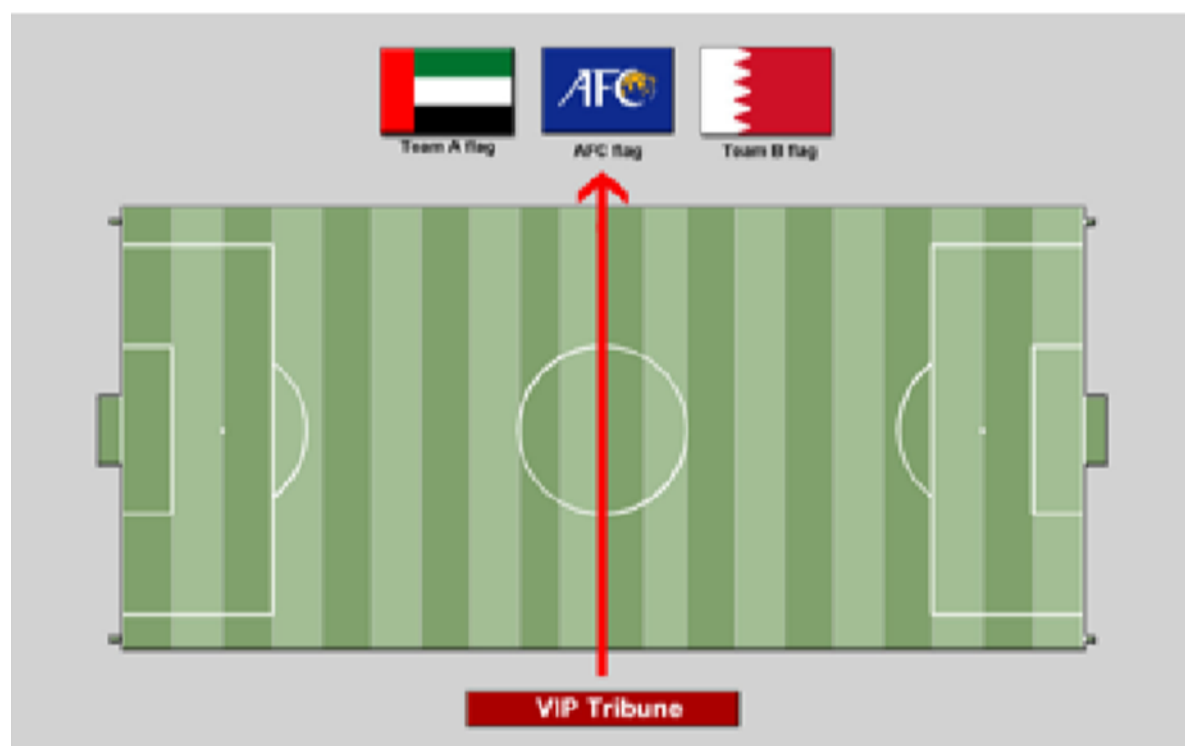




The table below applies to flying flags at the Stadium (national flags are used in National Team Competition only):

Flags	SIZE	Quantity
AFC Flag	L-Landscape	1
Competition Flag	L-Landscape	1
Team A National Flag	L-Landscape	1
Team B National Flag	L-Landscape	1
Host Country Flag	L-Landscape	1

The AFC Flag hanging opposite to VIP Tribune shall be placed in the center:



In case there are double-headers two (2) Matches in one (1) Stadium on the same day), flags shall be interchanged between the Matches. However, if flag interchanges are not possible due to the Stadium structure, the following flag arrangement shall be applied:



## APPENDIX 11: Standard Match Announcement Script

### Security Announcement Script (Pre-Match)

Time	Names	Announcement Text	Note
		Welcome to the Guam Football Association National Training Center Thank you for coming early to avoid creating long lines at the entrance.	
		Please check that you are sitting in the correct seat according to you ticket number.	
		Smoking is NOT permitted in the stadium, except in designated smoking areas.	
		Please keep your belongings with you at all time.	
		Please return all found items to the GFA Main Office.	
		To reconnect with your children in case they get lost, we encourage parents to register them at the service desk.	
		Please remember to drink plenty of water!	

### Pre-Match – Introduction of Teams and Match Officials

Time	Names	Announcement Text	Note
<b>T – 30</b>	Introduction of match	Ladies and gentlemen, Welcome to <u>    </u> ( <i>Stadium name, city name</i> ) for today's match of the <u>    </u> ( <i>Competition Name</i> ) between <u>    </u> ( <i>Team A Name</i> ) and <u>    </u> ( <i>Team B Name</i> )	Giant Screen must coordinate with announcer and display the match information.
	Introduction of Team A	Here are the team line-ups, for <u>        </u> ( <i>Team A Name</i> ). Number <u>        </u> ( <i>jersey number.</i> ) <u>    </u> ( <i>popular name</i> )	
		The substitutes are, number <u>    </u> ( <i>jersey number</i> ), <u>    </u> ( <i>popular name</i> )	Giant Screen must coordinate with announcer and display the Team A Players' and Head Coach Photos and name (if applicable)
		The Head coach is <u>    </u> ( <i>Head Coach name</i> ), from <u>    </u> ( <i>country or origin</i> ).	
	Introduction of Team B	Here are the team line-ups, for <u>        </u> ( <i>Team A Name</i> ). Number <u>        </u> ( <i>jersey number.</i> ) <u>    </u> ( <i>popular name</i> )	Giant Screen must coordinate with announcer and display the team B Players' and Head

			Coach Photos and name (if applicable.)
		The substitutes are, number ____ (jersey number), ____ (popular name)	
		The Head coach is ____ (Head Coach name), from ____ (country or origin).	
	Introduction of Match Officials	The referee for this match is ____ (name of Referee) from ____ (country of origin).	Giant Screen must coordinate with announcer.
		The assistant referee are ____ (name of Assist Referee 1) and ____ (name of Assist Referee 2) from ____ (country of origin).	Giant Screen shall display the Match Officials' name.
		The fourth official is ____ (name of Fourth Official) from ____ (country of origin).	

The above shall finish within 5-7 minutes.

### Pre-Match Ceremony

GFA Match Commissioner / GFA General Coordinator will reconfirm the time on match by match basis.

Time	Names	Announcement Text	Note
			Giant Screen shall go on LIVE by T-12'
<b>-9*</b>	Teams' Flag March-in		LIVE – March in of Teams' Flag
<b>-7* (GC to Q)</b>	Teams' March-in	Ladies and gentlemen, let's welcome the teams of ____ (Team A Name) and ____ (Team B Name)	After Teams' flag are in position. GC to give the Q.
	FIFA Anthem/AFC Anthem/ Entrance Song		Anthem to be tuned Down slowly at the signal of GC
<b>TBC</b>	Introduction of VVIP (only when instructed by GC)	Ladies and gentlemen, we have the pleasure to invite the GFA President, Valentino San Gil and the dignitaries onto the pitch to be introduced to the players and match officials.	AFC Protocol will escort the VVIPs to the FOP
<b>After tune down</b>	National Anthem	Ladies and gentlemen, please stand up for the National Anthem.	National anthem is played immediately after the announcement
<b>After end of National Anthem</b>	Gaum Hymn	And now the Guam Hymn.	Guam is played immediately after the announcement

## During the Match

Time	Names	Announcement Text	Note
	Goal Scorer	Goal for ___(name of team) ___ by player number___ (jersey number). ___(popular name of player).	Immediately after the GC give the confirmation of goal scorer  Giant Screen shall display Graphic for Goal. TV Replay or Photo of Player.
	Own goal	Own goal by ___(name of team who scored the own goal)	Immediately after the GC give the confirmation team name (the player shall NOT be mentioned)  Giant Screen shall display Match Results.
	Substitution	Substitution for _____(name of team); Player number _____(jersey number), ___(popular name of player) replaced by player number___ (jersey number) ___(popular name of player).	Announce only when players cross touch line or approximately 2-3 seconds after the start of 2nd half  Giant Screen shall display Graphic for Substitute. Photo of Players
	Added time	There will be ____ (minutes added) minutes of added time.	Announce when Fourth Official show the Added Time at the touch-line. Giant Screen shall display Graphic for Added Time.
Half Time	Half Time Score	Ladies and gentlemen, the halftime score is __[Team A Name (score)]. __[Team B Name (score)].	Immediately after halftime whistle
75th minute	Number of spectators	Ladies and gentlemen, the official attendance for today's match is ___(number of spectators). Thank you for attending!	Giant screen to show the graphic and text
Full time (after whistle)	Final Score	Ladies and gentlemen, the final score is __[Team A Name (score)]. __ [Team B Name (score)].	Immediately after final whistle.
TBC	Player of the Match Award	Ladies and gentlemen, we have the honor to present the Player of the Match Award to ___(popular name of player), jersey number ___(jersey number) from ___ (team name) for his/her excellent performance in the match.	At the beginning of the PoTM award Presentation

After the PoTM Award	Next Match Information	Ladies and gentlemen, we thank you for your attendance this evening and hope you enjoyed the match as much as we did. The next match to be played here is between ____( <i>team name</i> ) at ____( <i>time</i> ), ____( <i>date</i> ). Hope to see you again and good night.	
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*\*Host Organization must ensure that full use can be made of giant screens to display yellow and red cards.*

#### Extra Time Announcement

Time	Names	Announcement Text	Note
End of regular time in KO Stage or second leg of home & away match	Extra Time	Ladies and gentlemen, the match is tied at (score-line) after 90 minutes of playing time. Therefore, after an interval of 5 minutes, extra time consisting of two periods of 15 minutes (or what Competition Rule dictates) each will be played. If the match is still tied after this extra time.	Giant screen to show the graphic and text.

#### Post-Match Announcement (Last Match in centralized venues).

Time	Names	Announcement Text	Note
Announce Only in Last Match in Venue		Ladies and gentlemen, we would like to invite a round of applause for the Volunteer!	

#### Moment of Silence / Applause

Time	Names	Announcement Text	Note
TBC	Speech of AFC President	Ladies and gentlemen, we kindly ask you to stand to observe a moment of silence in memory of __ (reason). Thank you.  OR  Ladies and gentlemen, we kindly ask you to take stand to observe a moment of applause in celebration of __ (reason). Thank you.	Giant Screen shall display "Moment of Silence".     Giant Screen shall display "Moment of Applause"

## Match Abandonment / Cancellation

Time	Names	Announcement Text	Note
	Match Abandonment	<p>Ladies and gentlemen, it is regrettable that the match will be stopped temporarily due to some unforeseen circumstances.</p> <p>We will update up when the match will be resumed. Thank you for understanding and patience.</p>	Giant screen to show the graphic and text.
	Match Cancellation	<p>Ladies and gentlemen, it is regrettable that the match kick-off will be delayed due to unforeseen circumstances.</p> <p>We will update you when the match will start. Thank you for understanding and patience.</p>	Giant screen to show the graphic and text.

## Other Announcement

Time	Names	Announcement Text	Note
	Lost Child	Ladies and gentlemen, we have a lost child somewhere in the Stadium. We are looking for a little boy/girl, __ (age) years old, wearing a (description of shirt or attire). He/she was last seen on the __ (location found). If you have seen this child please notify the nearest member of security.	Giant screen to show the graphic and text.
	Found Child	Ladies and gentlemen, we have found a little girl/boy approximately __ (age) years old, who tells us his/her name is __ (child's name) and that he/she is here with his/her daddy/mommy today. If you are with __ (child's name). Please come to the nearest customer service desk.	Giant screen to show the graphic and text.
	Stadium Evacuation	<p>Please proceed CALMLY but QUICKLY to the exits – be patient and courteous of those around you.</p> <p>Follow instructions from Stadium volunteers/ security in case it becomes necessary to route away from the closet exit for some reason.</p> <p>Once OUTSIDE the stadium ALL fans should continue to MOVE AWAY from the building to ensure proper space for EVERYONE to get safety away from the structure.</p>	

## APPENDIX 12: GFA Name Policy

For name categories

Name Category		Sample 1	Sample 2	Sample 3	Sample 4
Passport Name	Last Name/ Surname	Kim	Abdulla Abulrahman Mohamed Marzooq	Karimi	Doan Vie' Cuong
	Last Name/ Surname	Nam II		Mohammad Ali	
Popular Name		Kim Nam II	Abdulla Marzooqi	Ali Karimi	Doan Cuong
Shirt Name		Namil	A. Marzooqi	Karimi	Cuong

Information concerning the four AFC name categories

1. **LAST NAME(S) – COMPLETE SURENAME:** Family names used in official documents and passport.
2. **FIRST NAME(S):** Given name as used in official documents and passport.
3. **AFC POPULAR NAME:** The internationally recognized name for everyday use (media, public use) which also appears on the GFA Start List and other reports. No accents or umlauts in the Popular Name.
4. **SHIRT NAME:** Each player must be identified on the back of the shirt by means of his Shirt Name. The Shirt Name must correspond to the GFA Popular Name as indicated on the GFA Official List of Players and all other official GFA reports and outlets. Accents and umlauts ARE permitted in the Shirt Name. Each shirt name must be distinctive in the same team playing in the same competition.

## APPENDIX 13: Photographer Operations

1. Failure to adhere to this Appendix may result in the ejection from a Stadium and refusal of accreditation for future Competitions.
2. All photographers requiring access to the competition must contact GFA and complete the necessary application procedures to clear their request.
3. All photographers requiring pitch-side access must wear a Media Identity Bib. Bibs are available from GFA at the entrance to a Stadium in exchange for a journalist ID card.
4. Team list will be made available latest forty-five (45) minutes before kick-off in the media Center.
5. Access to the Field of Play is not permitted at any time, including before and after the Match.

6. Before the start of each Match, photographers may shoot the line-ups of the Participating Teams from the touchline, but must not enter the Field of Play.
7. Once the Match starts, photographers must stay behind the advertising boards behind the goals and are not permitted to change sides until half-time, the end of normal playing time, or the start of extra time. When changing ends on halftime, photographers should pass along the opposite side of the team bench from, behind the advertising boards. Under no circumstance will photographers be allowed to shoot from either touchline during the Match, except when seats have been allocated in any particular Match.
8. The Head Coaches of the Participating Team shall attend a press conference that will commence immediately after the Match. At the press conference, all photographers must stand at the rear of the room and allow journalists to be seated towards the front.
9. The official GFA photographer may work from any position, including touchlines, but should not move during the Match. The instructions provided by the GFA, Media Officer, General Coordinator and Match Commissioner at a Stadium shall be followed.
10. Photographers are required to obtain the prior authorization of GFA before setting up any remote camera in designated areas.

## **APPENDIX 14: Broadcast Operations Guidelines**

### **Contents**

Introduction, Definitions and Overall Communication Structure

#### **Part A: Broadcast Designations and Access to Venues**

1. Host Broadcaster (HB)
2. Broadcast Licensee(s)
3. Non-Rights Holders (NRH)
4. Electronic News Gathering (ENG) Crew
5. Access to Venues

#### **Part B: Host Broadcaster & Unilateral Cameras**

6. Pre-Match Filming
7. Steadicams
8. Cranes
9. In-goal cameras
10. Pitch-level Cameras
11. Spider Cam Systems
12. Tunnel Camera



13. Unilateral Cameras

#### **Part C: Microphones**

14. Guidelines for Microphone Use

#### **Part D: Interviews**

15. Head Coach on arrival interview (Match day)
16. World Feed Flash Interviews at the End of the Match
17. Unilateral flash interviews
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20. The Host Broadcaster Floor Manager
21. Pre and Post Match Stand Up Interviews and Pitch Side Reporters

#### **Part F: Video Recording of Matches by Team Official Delegation Members**

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<b>Schedule B</b>	Generic HB Camera Plan
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## **Introduction**

These Broadcaster Operations Guidelines sets out the procedures to be observed and adhered to by the appointed Host Broadcaster, Broadcaster Licensees, Non-Rights Holders and/or Electronic News Gathering crew on relation to the production and broadcast coverage of Competitions.

The requirements and procedures contained herein serve as a guideline and are by no means definitive for all Competitions. GFA reserves all rights, in consultation with the GFA Commercial Rights Partner, to determine any matters relating to the broadcast operations of each Competition at its discretion.

## **Definitions**

All defined terms, unless otherwise stated herein shall bear the same meaning as ascribed in the Manual.

**Ceremonies** means without limitation, the opening ceremonies, the presentation ceremonies, award ceremonies, the closing ceremonies and/or launch of the Competition Marks.

**Electronic News Gathering** means television producers, reporters, and editors making use of electronic audio and video technologies for gathering and presenting news.

**General Coordinator** means the person appointed by the AFC, at its discretion, to manage and coordinate all matters relating to the Stadium.

**Inner Area** means, in respect of a Stadium, the entire area at field level, excluding the Pitch.

**Match-day** means the day of Match.

**Match-day – 1 (MD-1)** means the day prior to a Match.

**Non-Rights Holder** means any entity that has not been granted the right to exploit the broadcast of the Competition.

**Pitch** means the Field of Play.

**Programming** means the World Feed and Unilateral Feed of the Matches, the Ceremonies or Official Functions (or parts thereof) of the Competition.

**TMO** means the Team Media Officer for a Participating Team competing in a Competition.

**Unilateral Feed** means a distinct feed, supplementary of the World Feed, established by or on behalf of a Broadcast Licensee for its sole and exclusive use.

**World Feed** means live and continuous clean television signals of each Match, Ceremony and Official Function including without limitation all timing, computer, statistical and/or other computer graphics in English as featured therein, together with the international sound on a separate track with or without English commentary, established for general distribution to all Broadcast Licensees.

## **Part A: Broadcast Designations and Access to Venues**

### **1. Host Broadcaster (HB)**

- 1.1. The Host Broadcaster shall be responsible for the production of the World Feed of each Match and installation of the necessary cameras and/or broadcast equipment to enable the use, access and/or exploitation of the World Feed and broadcast of the Programming by the Broadcast Licensees.
- 1.2. Any appointed Host Broadcaster shall observe and comply with all instructions, guidelines and/or regulations including without limitation, broadcast standard, specifications and/or requirements, as issued by and/or on behalf of GFA and GFA Commercial Rights Partner from time to time.
- 1.3. The appointed Broadcaster's staff shall be provided with a valid Accreditation Card and provided access to designated area(s) within the Stadia and/or any Controlled Access Area(s) for the proper performance and execution of its obligations and duties as Host Broadcaster. All appointed Host Broadcaster staff shall use their Accreditation Card and/or any other official forms of identification provided by GFA including without limitation media bibs and/or apparels, at all times.

### **2. Broadcast Licensees**

- 2.1. A Broadcast Licensee shall have the right to exhibit and/or broadcast, and where applicable, sub-license the right to exhibit and/or broadcast to a third part broadcast Licensee under its respective broadcast license agreements with GFA and GFA Commercial Rights Partner.
- 2.2. All Broadcast Licensee shall access the live feed of each match played by joining the Word Feed established by the Host Broadcaster and shall not establish or request for an alternative third party to establish a live feed of the Programming.
- 2.3. All Broadcast Licensee staff shall be provided with a valid Accreditation Card and provided access to designated area(s) within the Stadia and/or any Controlled Access Area(s) and shall use their Accreditation Cards and/or any other official forms of identification provided by GFA including but not limited to media bibs and/or apparels, at all times.

### **3. Non-Rights Holders (NRH)**

- 3.1. Any party which is not granted rights to use and/or exploit the broadcasting rights to the Competition, including without limitation, any individuals appointed to accompany the Participating Member Associations, Participating Teams and/or Participating Players (in total,

the Non-Rights Holders), shall be allowed access to any area(s) within the Stadia and/or Broadcast Licensees.

- 3.2. GFA may at its discretion, in certain instances, allow and grant access to match day-1 (MD-1) training sessions, press conferences and/or the Mixed Zones to Non-Rights Holders, subject to availability.
- 3.3. Any Non-Rights Holders that intends to attend and/or obtain access to any training sessions, press conferences, post-match conferences and mixed zones shall be required to apply for Non-Rights Holder Accreditation Pass which may be issued by GFA on behalf of GFA, subject to the discretion of the GFA. Non-Rights Holders will not be allowed to apply for any other form of accreditation, including media Accreditation. Non-Rights Holders may apply for access to press conferences and Mixed Zones at individual Matches to GFA desk at the media center but access will only be given where the Broadcast Licensees have not all available slots.
- 3.4. Non-Rights Holders granted access shall not be allowed to carry and/or use any audio and/or visual equipment within the Stadia and/or any Controlled Access Areas(s) for the entire duration of the Match. Non-Rights Holders shall be required to register and deposit any audio and/or visual equipment at the storage facilities at the designated Stadium Media Centre immediately upon their arrival. Non-Rights Holders may not shoot inside the Controlled Access Area (including the stadium concourse area, the media center and/or the spectator stands) before, during or after the Match. Non-Rights Holders shall only collect their equipment to proceed immediately to the press conference room and/or Mixed Zone ten (10) minutes before the scheduled end of the Match. Non-Rights Holders shall observe and comply with all applicable GFA regulations, instructions, directives and/or guidelines relating to the Competition.
- 3.5. Any person(s) found in contravention of these rules may have their Accreditation Card revoked and be requested to leave the Stadium and/or its surrounding vicinity immediately. All actions relating to non-compliance of these provisions shall be reported to and sanctioned by GFA.

#### **4. Electronic News Gathering (ENG) Crew**

- 4.1. Electronic News Gathering (ENG) crew's shall comprise of not more than three (3) people and may work on behalf of the Host Broadcaster or Broadcast Licensees.
  - a) ENG crews shall be only film from the ENG positions designated by GFA and/or GFA Commercial Rights Partner, which generally include:
    - 1) Behind the goal line pitch-side advertising boards (cameraman plus one (1) other person only) and/or designated camera platform (subject to the availability of space);

- 2) The rear of the press conference room (cameraman plus one (1) other person only); and
  - 3) The Mixed Zone (up to three (3) people per broadcaster only).
- b) For the avoidance of doubt, the ENG crew shall not film once the camera leaves or is moving between each designated position.
  - c) ENG crews may never enter the Field of Play, the team dressing rooms or the stands at any time before, during or after the Match. Any ENG crew entering any of the prohibited locations shall have their Accreditation Card withdrawn immediately for the duration of the Competition.
  - d) ENG crews shall only be allowed to interview Participating Players and/or coaches in the Mixed Zone after the Match.
  - e) Where space is limited GFA and GFA Commercial Rights Partner reserve the right to prioritized access to the Stadium for ENG crews.
  - f) ENG crews shall be provided with valid Accreditation Cards and provided access to designated area(s) and shall use their Accreditation Cards and/or any other official forms of identification provided by the GFA and/or GFA Commercial Rights Partner including but not limited to media bibs and/or apparels, at all times.

## **5. Access to Stadia**

- 5.1. The Host Broadcaster and Broadcast Licensees must bump-in any OB Vans at latest on MD-1. The Host Broadcast Licensees may bump-in OB Vans and Satellite News Gathering (SNG) vans, lay or connect cables or connect to power on Match-day with prior written approval of GFA. They must be in the compound, parked, powered and cabled. Before 11:00 (morning).
- 5.2. Broadcast Licensees may not lay their own cables in the Stadium, except between in the Broadcast Compound, and then only under the supervision of the GFA Commercial Rights Partner Technical Manager. Cabling must be neatly laid along designated paths. GFA and/or GFA Commercial Rights Partner may refuse to connect cabling that has not been properly laid. Broadcast Licensees must receive approval from GFA Commercial Rights Partner Technical Manager before connecting to technical or domestic power in the Broadcast Compound.
- 5.3. The Broadcast Compound will be open and powered from 0800 (morning) until two (2) hours after the end of the Match on Match-days and 21:00 (evening) on non-Match-days. Broadcast Licensees that wish to access the compound at any other time (e.g. overnight or in the early morning) must make a written request to the GFA Commercial Rights Partner Venue Manager at least forty-eight (48) hours before the time they request access.

- 5.4. Broadcast Licensees must inform the GFA Commercial Rights Partner Venue Manager in the Broadcast Compound when they arrive to start work and when they leave the compound at the end of each day.

## **Part B: Host Broadcast Cameras**

### **6. Pre-Match Filming**

- 6.1. The Host Broadcaster shall be permitted to film:
- a) Inside the team dressing rooms, including filming of the team equipment, up to two (2) hours prior to kick off;
  - b) The arrival and departure of each Participating Team bus in the bus arrival area;
- 6.2. No more than one (1) HB production camera per Participating Team may be used for the interviewing of each Head Coach on arrival with one (1) other camera filming the Participating Team bus arrival (cf. PART D, Article 15).
- 6.3. HB production cameras or Broadcast Licensee crews shall not interview Participating Players or Participating Officials at any time, including without limitation during the warm-up, other than the specific times allocated to the Host Broadcaster to conduct any such filming.
- 6.4. No form of filming or recording shall be permitted on a Participating on a Participating Team buses enroute to and from, any Stadium, without the prior written approval of GFA.

### **7. Steadicams (refers to both Steadicam and/or handheld cameras)**

#### **Filming of Participating Teams and Participating Players: entrance, half-time and exit**

- 7.1. The Host Broadcaster may be granted access to film the Participating Team(s) and Participating Players at designated areas within the Inner Arena and/or Players tunnel prior to kick-off, at halftime and at the end of a Match, subject to availability of space and prior written approval of GFA.
- 7.2. HB Steadicams may be allowed access to film on the Field of Play at the end of a Match, subject to the prior written approval of GFA.
- a) Up to two (2) HB Steadicams may film within the Inner Arena, player tunnel and/or Field of Play, subject to the prior written approval of GFA;
  - b) All HB Steadicams shall be manned by designated camera assistants to ensure the safety and operations of and camera cable(s) (if cabled).

**Camera movement for Extra Time and Kicks from the Penalty Mark.**

- 7.3. During the intervals at the end of normal playing time, between the period of Extra Time or at the end of Extra Time (if the Match is to be decided by Kicks from the Penalty Mark), no Steadicam or Handheld camera is allowed onto the Field of Play with the exception as set out below.
- a) One (1) Steadicam or Handheld camera each side of the team benches may come to the inner or outer edge of the technical area to shoot the Participating Team preparations during the intervals;
  - b) Not more than one (1) Steadicam or Handheld camera may be granted access onto the Field of Play to cover the coin toss in the event that a match is to be decided by penalty shoot-out.

**Field of Play access: Pre-Match Events**

- 7.4. Up to two (2) HB Steadicams may access the Field of Play prior to kick-off for purposes of producing broadcast coverage of the Participating Teams' line-up, singing of the respective national anthems (if applicable), the coin-toss and/or any other special GFA ceremony or presentation ("Pre-Match Events"), subject to the prior written approval of GFA.
- 7.5. The Host Broadcaster shall:
- a) Record and/or produce broadcast coverage of the Pre-Match Events from the designated area(s) provided by GFA and undertake all reasonable steps to ensure that it does not impede and/or perform any actions which may impede or affect the views of Media (including photographers) at the Pre-Match Events;
  - b) Exit the Field of Play immediately upon the conclusion of the Pre-Match Events.
- 7.6. In general, the Host Broadcaster will be required to film the starting line-up of the Participating Teams, Participating Teams, Participating Players and/or Match Officials during the playing of the national anthem (if applicable) prior to the commencement of the Match.
- 7.7. The filming of the starting line-up shall be conducted as follow;
- a) To film the starting line-up of the first Participating Team from left to right moving towards the center of the line-up where the Match Officials are positioned;

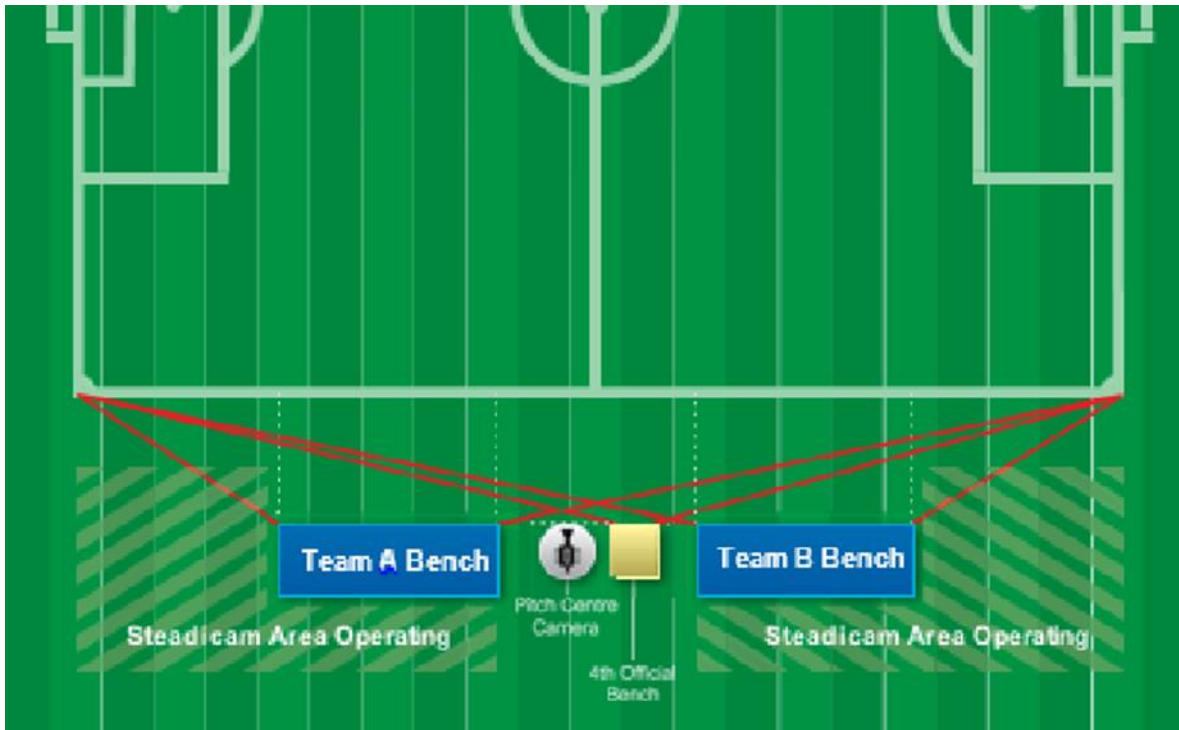
- b) To reposition the Steadicam (where required) and film the starting line-up of the second Participating Team from right to left moving towards the center of the line-up where the Match Officials are positioned;
- c) To reposition the Steadicam to film the exchange of handshakes between both Participating Teams and Match Officials.

7.8. The Host Broadcaster may use the HB Steadicam to film at the outside of the Field of Play up to sixty (60) minutes prior to the commencement of the Match subject to the prior written approval of GFA.

**Field of Play access: during normal play**

- 7.9. During the course of a Match, the Host Broadcaster shall ensure that the Steadicams used and operated along the nearside touchlines of either half of the Field of Play shall:
- a) Not interfere with the Match and/or Participating Players or Match Officials' movements, including without limitation the referee and assistant referees', on the Pitch;
  - b) Not be used to film the technical zones, or be positioned to move between the Technical zones and the touchline;
  - c) Operate at a safe distance from the touchline and the team benches and not impede The line of sight from the fourth official and the team benches to the Field of Play;
  - d) Operate at a safe distance from the corner area to ensure that it does not interfere with the movements of any Participating Player taking a corner-kick;
  - e) Be manned at all times by one (1) assistant (per Steadicam) and where the camera set-up so requires, a cable rigger (per Steadicam), whose roles shall be to operate the camera and to ensure the safety of all those around the camera.





**Field of Play access: End of the Match**

- 7.10. Up to two (2) Steadicams may access the Field of play at the end of each Match provided always that any such use shall not interfere with any Participating Players' and/or Match Officials' movement on the Field of Play, to operate in close proximity to the Participating Players, in order to capture the emotion of the end of the Match and, where relevant to follow the Participating Team on any lap of honor around the Field of Play.
- 7.11. The Host Broadcaster shall not conduct any interviews with Participating Players and/or Match Officials at the end of a Match and any filming made at such time shall only contain in Participating Players' and/or Match Officials' movements on the Field of Play.
- 7.12. The Host Broadcaster shall safeguard the safety of the Participating Players, Match Officials and television production personnel when operating Steadicams by:
- a) Using only camera-mounted microphones during filming;
  - b) Using Steadicams on the Field of Play only after the final whistle of each Match and upon receiving confirmation from the GFA Marketing Officer and the GFA Commercial Rights Partner broadcast service manager;
  - c) Operating Steadicams along with assistants, who shall be responsible for acting as the eyes and ears of the camera operator and for the placement of

camera cables to ensure the safety of all those around them. No more than one (1) assistant may accompany a camera operator onto the Field of Play;

- d) Following any special instructions from the GFA to ensure that the Steadicams at no time cause any safety or security issues. Either or both that the Steadicams at no time cause any safety or security issues. Either or both Steadicam crews shall immediately exit the inner Area if directed by GFA officials at any time prior to, during, or after, a Match.

- 7.13. Up to two (2) Steadicams may the Field of play during the trophy ceremony at the end of the final Match of the Competition, by arrangement with GFA and under its direction.

#### **During MD-1: Official Training**

- 7.14. The Host Broadcaster may use Steadicams for selected MD-1 coverage, to shoot Participating Team arrivals, Field of Play inspection and official training, subject to the prior written approval of GFA.
- 7.15. The Host Broadcaster shall not conduct any interviews during the filming of any MD-a coverage, except for within the specified Mixed Zone.

#### **Number of personnel for Steadicam Operation**

- 7.16. The two (2) crews operating the HB Steadicams shall comprise of maximum two (2) personnel per camera (cameraman and cable rigger), if technically necessary.
- 7.17. These crew members shall observe and comply with all instructions and/or regulations of GFA in relation to the access and production of broadcast coverage of the Competitions.

### **8. Cranes**

- 8.1. The Host Broadcaster shall be responsible for the management of all HB television production cranes including without limitation, in relation to the operation and positioning of the cranes during Match.

#### **Crane Positioning: During Matches**

- 8.2. The Host Broadcaster must ensure that the crane cameras at each end of the Field of Play;
  - a) Shall be located behind the goal post and operated by at least two (2) persons, namely, one (1) crane operator stationed with the crane, and one (1) camera operator stationed at a remote-control position;
  - b) Shall be positioned behind the pitch-side advertising boards which are located directly behind the goal post. At no point during its operation shall any crane camera shall

come into contact and/or interfere with the goal structure, netting, and/or movement of the ball, Participating Players and/or Match Officials during the Match;

- c) Shall not move any closer to the Field of Play other than from the position advised by GFA;
- d) Shall remain stationary during any penalty kicks awarded during a Match unless the ball is in the other half of the Field of Play.

### **Crane Position: Opening and Closing Ceremonies**

- 8.3. The Host Broadcaster acknowledges that a crane camera may be required to produce broadcast coverage of any opening and/or closing ceremonies of the Competition and shall provide GFA with the assistance necessary for the broadcast of such ceremonies, if so required. GFA reserves the right to determine the exact position of the crane camera prior to the commencement of any ceremony.

## **9. In-Goal Cameras**

- 9.1. The Host Broadcaster shall be responsible for the management of all in-goal cameras including without limitation, the installation, operation and maintenance of such cameras throughout the Competition.
- 9.2. The Host Broadcaster shall ensure that all in-goal cameras:
  - a) Are positioned in the top corner of the back that all in-goal cameras;
  - b) Are attached to the support structure of the netting (such as rope, poles) or installed on an independent pole or tripod structure, but positioned in such away so as to not affect, in any way whatsoever, the flight of the ball or the movement or safety of the Participating Players and Match Officials during the Match;
  - c) Are enclosed in an independent casing or housing, which shall be connected to the ground and the rear tensioning line of the net;
  - d) Do not require any adjustment once the Match has commenced. Access may be required to these cameras at half-time for maintenance;

- e) Are not to be installed with any microphones.



## 10. Pitch-Level Cameras

- 10.1. The Host Broadcaster shall ensure that the positioning of Pitch-Level Cameras shall be as ascribed in the Host Broadcast Camera Plan set out Schedule B to this Appendix.

### **Pitch-Center position in relation to team benches and fourth official bench**

- 10.2. The exact positioning of the Pitch-Level Cameras is of vital importance for the broadcast of Matches due to their proximity to the team benches and fourth official bench. The Host Broadcaster shall ensure that all personnel in the designated technical area(s) shall be provided with a clear and uninhibited view of the Field of Play.
- 10.3. The Host Broadcaster shall ensure that the Pitch Centre Camera shall:
- a) Be located to the side of the fourth official bench;
  - b) Not impede and/or interfere with Participating Officials' and/or Participating Players' view of the Field of Play;
  - c) Not interfere with the movement of the assistant referee(s) who are stationed at the nearside touchline of the Field of Play;
  - d) Not affect the entrance and/or exit of the Participating Players, flow of people movement in the area and/or encroach upon any area(s) designated for the Team Official Delegations and Match Officials.
- 10.4. Any positioning of the Pitch-Level Camera other than as provided for above shall be subject to the prior written approval of GFA.

## 11. Spider Cam Systems

- 11.1. The Host Broadcaster shall be responsible for the operation and management of all Spider Cam Systems (Cable Cam). The following conditions shall apply in relation to the use of the Spider Cam on Match-day and MD-1.

### **General Guidelines**

- 11.2. All aerial system mounts, wires and cables shall be installed according to a schedule provided to GFA Commercial Rights Partner and approved in writing by the GFA.
- 11.3. The mounting and functional system of the Spider Cam shall not be changed or modified once installed and approved by the relevant authorities.
- 11.4. Installation of the camera shall be approved and certified by the relevant safety authorities and stadium management.

### **Coverage of Match and MD-1 official training**

- 11.5. The Host Broadcaster shall ensure that:
  - a) The Spider Cam is not operated where the wind speed is recorded at a rate of 6+ or higher on the Beaufort scale.
  - b) The Spider Cam operates at a minimum height of (i) twenty-one (21) meters above the Field of play of all Matches; and (ii) ten (10) meters above the Field of Play for all MD-1 official training, in order to avoid interference with the run of play;
  - c) The camera may operate at a height of five (5) meters outside of the Field of Play during The Match;
  - d) The camera shall be located out of range (on the sidelines) for goal clearances;
  - e) The camera may operate at a height of five (5) meters on the Field of Play and five (5) meters outside the Field of Play for the duration of any cooling breaks throughout the Match and/or MD-1 official training.

### **Pre-Match, Half-Time, Post-Match**

- 11.6. The Host Broadcaster may operate the Spider Cam at a minimum height of five (5) meters when filming in the stands of the Field of Play surrounding and a minimum height of (5) meters when covering warm-up, half-time and post-Match.
- 11.7. Detailed coordination is required to accommodate the needs of spectators, ceremonies and security.

### **Kicks from the Penalty Mark**

- 11.8. The Host Broadcaster may operate the Spider Cam at a minimum height of ten (10) meters above the Field of Play to follow each Participating Player from the center circle as he walks to place the ball prior to taking his kick.

### **12. Tunnel Camera**

- 12.1. The Host Broadcaster shall be responsible for the operations and broadcast coverage of any Tunnel Camera used. The Tunnel Camera shall encompass the filming of Participating Players from both Participating Teams gathered in the player tunnel prior to entering and leaving the Field of Play during kick-off, half-time and full-time.
- 12.2. Any remotely controlled camera and associated microphone shall be installed under the tunnel roof or via an appropriate mounting and in such a way so as to not interfere with any match ceremonies, the Match and/or Participating Players' or Match Officials' movements. The placement of the Tunnel Camera shall be determined by GFA in accordance to the tunnel layout and according to the team line-up position.
- 12.3. Up to one (1) manned TV production camera team is permitted for filming inside the "gathering area" of the player tunnel at the fixed position advised by the GFA Marketing Manager prior to the commencement of the Match to film the checking of the studs by the Match Officials

### **13. Unilateral Cameras**

- 13.1. Broadcast Licensees may position unilateral cameras during the match, subject to the availability of space:
  - a) On the Main Camera Platform;
  - b) In designated areas behind the goals;
  - c) In broadcast studios;
  - d) In commentary position, when their operation will not affect any other party; and
  - e) Any other position subject to the prior written approval of GFA.
- 13.2. Additionally, Broadcast Licensees may position unilateral cameras before and after the Match, after making prior arrangements with GFA and GFA Commercial Rights Partner:
  - a) Near the corner flags for pre- and post-Match unilateral stand-ups;
  - b) At the designated flash interview position after the Match; and

- c) At the press conference and/or Mixed Zone.
- 13.3. Broadcast Licensees may not move cameras during the Match except by prior arrangement with the AFC or AFC Commercial Rights Partner at half-time, the end of regulation time, or the start of Extra Time. Broadcast Licensees may not position unilateral cameras in any other location at any time, Broadcast Licensees must submit a camera plan to the AFC Commercial Rights Partner detailing their proposed camera position, which must be approved by the AFC before the Broadcast Licensee starts operations.

## **Part C: Microphones**

### **14. Guidelines for Microphone Use**

- 14.1. The Host Broadcaster shall ensure that all Field of Play microphones, particularly those insensitive areas (i.e. on Steadicams and handheld cameras) are used in such a manner as to collect ambient sounds only order to capture the audio and visual experience of the Match, without encroaching on any of the Participating Players' and/or Match Officials' privacy.
- 14.2. The positioning of all Field of Play microphones is detailed in the Pitch Equipment Plan and Microphone Plan in Schedule E to this Appendix. In general, the Host Broadcaster shall ensure that:
  - a) The microphones will be placed in front of the pitch-side advertising boards, between the board and Field of Play in such a way as to allow clear view of the sponsor branding on the boards;
  - b) No microphones will be placed inside the technical area around the team benches;
  - c) The microphones shall not be permitted to be attached to the goal-posts, nor to any persons directly involved in a Match, including without limitation any Participating Players and/or Match Officials;
  - d) Roaming microphones are strictly prohibited from use at all times;
  - e) The microphones will have a minimum of two (2) meters distance from touch lines.
- 14.3. All microphone placements and positioning shall be reviewed during the field of Play inspection by the General Coordinator, GFA Marketing Officer and the GFA Commercial Rights Partner Venue Manager.
- 14.4. GFA or Competition branded windshields and/or microphone cube shall be used at all pre- and post-match interviews. GFA reserves the right at its sole discretion to permit the use of

Rights Holder branded wind shields and/or microphone cubes for pre- and post-match unilateral interviews, upon request from any Rights Holder.

## **Part D: Interviews**

### **15. Head Coach Match-Day Arrival Interviews**

- 15.1. The Host Broadcaster shall carry out Head Coach Arrival interviews at every Match.
- 15.2. Interviews shall be conducted immediately upon the arrival of the Participating Team at specific areas designated by GFA and under the supervision of the GFA Media Officer.
- 15.3. Only one (1) HB production camera may be used for conducting the interview.
- 15.4. Interviews shall be maximum ninety (90) seconds in duration and conducted in English or the mother tongue of the Participating Team or Head Coach. Where the interview is conducted in a language other than English, the Participating Team shall provide translation.

### **16. World Feed flash interviews at the end of the Match**

- 16.1. The Host Broadcaster shall conduct flash interviews at the end of the Match with Participating Players and/or Participating Officials at specific areas designated by GFA, subject to the following conditions;
  - a) All personnel and equipment shall be in place to avoid any delay in conducting the proposed interviews;
  - b) All interviews shall be conducted in English or the mother tongue of the Participating Team or interviewee. There is no requirement for the Participating Team to provide translation;
  - c) Each interview shall not exceed ninety (90) seconds in duration and shall be in front of a tournament backdrop, as produced and provided by the GFA Commercial Rights Partner;
  - d) The World Feed Flash interview shall be located near either corner flag on the side of the pitch where the team benches are located or at a suitable location determined by GFA;
  - e) There will be (1) designated World Feed flash position and any additional position provided shall be pre-approved by GFA upon request through the GFA Commercial Rights Partner;
  - f) World Feed flash interviews may be conducted by Broadcast Licensee of the nationality of a Participating Team talking part in the Competition or respective Match;



- g) There will be one (coach or player) or two (2) sequential interviews (e.g. the Head Coach and one (1) or two (2) Participating Players) conducted with each Participating Team;
- h) GFA Commercial Rights Partner shall provide the list of individuals requested by the Broadcast Licensees for flash interviews no later than ten (10) minutes before the end of the Match. The Host Broadcaster and the Broadcast Licensees shall not approach Participating Players or Participating Officials directly to request interviews.

## **17. Unilateral Flash Interviews**

- 17.1. Broadcast Licensees with live unilateral productions at the Stadium may conduct flash interviews at the end of the Match with Participating Players and/or Participating Officials at specific areas designated by GFA subject to the following conditions;
- a) All personnel and equipment shall be in place to avoid any delay in conducting the proposed interview;
  - b) All interview shall not conduct in English or the mother tongue of the Participating Team or interviewee. There is no requirement for the Participating Team to provide translation;
  - c) Each interview shall not exceed ninety (90) seconds in duration and shall be in front of a tournament backdrop, as produced and provided by the GFA Commercial Rights Partner;
  - d) The unilateral flash-interview positions shall be located near either corner flag on the side of the pitch where the team benches are located or at suitable location determined by the AFC;
  - e) Each Broadcast Licensee may conduct maximum four (4) sequential interviews each Participating Team (e.g. the Head Coach + up to three (3) Participating Players);
  - f) GFA Commercial Rights Partner shall provide the list of individuals requested by the Broadcast Licensees for flash interviews no later than ten (10) minutes before the end of the Match. The Host Broadcaster and the Broadcast Licensees shall not approach Participating players and Participating Officials directly to request interviews.

## **18. Mixed Zone (Match-day and MD-1)**

- 18.1. The Mixed Zone will be located between the team dressing-rooms and the Participating Team busses. GFA shall provide priority access to the Mixed Zone to Broadcast Licensees. If space is available, GFA or the GFA Commercial Rights Partner may at its discretion provide access to the Mixed Zone to Broadcast Licensees. If space is available, GFA Commercial Rights Partner may at its discretion provide access to NRHs.

### **Entrances and Exit**

- 18.2. There will be three (3) entrances and exits into the Mixed Zone:
- a) For Participating Players and Participating Officials to enter the Mixed Zone from the Team dressing-room area;
  - b) For Participating Players and Participating Officials to exit the Mixed Zone to their Team bus; and
  - c) For Media to enter and exit the Mixed Zone.
- 18.3. They shall only be accessed with a valid Accreditation Card.

### **Layout**

- 18.4. The Participating Players and Participating Officials shall pass along a corridor through the Mixed Zone, wherein the Media will be able to speak to them over a barrier.
- 18.5. The mixed zone will be divided into separate sections for representatives' form television radio and the written press.
- a) The Participating Players and Participating Officials shall pass through the area designated for representatives from television first;
  - b) Participating Players and Participating Officials are required to pass through the Mixed Zone but are not obliged to give any interviews;
  - c) A designated area, with suitable lighting and backdrops, shall be provided for all Broadcast Licensees in the Mixed Zone.
- 18.6. Only Broadcast Licensees and admitted NRHs may conduct video interviews in the Mixed Zone. Other media (carrying PRE accreditation) may conduct recorded audio interviews only.

## **19. Press Conference Room (Match day and MD-1)**

- 19.1. A camera platform with a view of the top table shall be assigned for use by the Host Broadcaster or Media. GFA Commercial Rights Partner will give priority for access to the

press conference to the Host Broadcaster and the Broadcast Licensees. If space is available, the GFA Commercial Rights Partner may at its discretion give access to the NRHs.

- 19.2. A public announcement system with audio distribution via a splitter box at the camera platform shall be installed by the Host Organization.
- 19.3. The table top will be suitably lit to provide for clarity in filming and/or broadcast.
- 19.4. Only Broadcast Licensees and admitted NRHs may shoot video in the press conference.

## **Part E: Pitch Side Operations**

### **20. Host Broadcaster Floor Manager**

- 20.1. The Host Broadcaster Floor Manager shall:
  - a) Be present at all times during the on-air production and/or rehearsal;
  - b) Oversee the operation of the Host Broadcaster cameras in sensitive areas (dressing rooms, team arrivals, interviews and tunnel) and shall be in constant communication with the Host Broadcaster Match Director;
  - c) Be on the ground and available to liaise and coordinate with GFA Marketing Officer and GFA Commercial Rights Partner Venue Manager;
  - d) Be the initial point of contact for any technical or personnel issues with the Host Broadcaster crew for both the GFA Marketing Officer and General Coordinator and pass on the information to the Host Broadcaster Match Director and his production team in the OB van;
  - e) Liaise with the GFA Marketing Officer and the GFA Commercial Rights Partner Venue Manager regarding post-Match interviews and is responsible to cue the start of these interviews;
  - f) Liaise with the General Coordinator and GFA Marketing Officer during the Match to ensure that GFA is satisfied with the allocation of sideline Cameras, Pitch Centre Cameras and Cameramen movements, if necessary;
  - g) Be the point of contact for the General Coordinator and GFA Marketing Officer in relation to decisions about cooling breaks and shall communicate this information to the Host Broadcaster Match Director.
- 20.2. Under no circumstances shall any member of the Host Broadcaster crew approach the Fourth Official to obtain information regarding substitution, cautions and injury time during the

Match. The Host Broadcaster Floor Manager shall coordinate with the General Coordinator, GFA Marketing Officers and/or the GFA Media Officer, at GFA's direction, to obtain such information.

## **21. Pre- and post-Match stand up interviews and Pitch-Side Commentator**

### **Pre and Post match stand up interview**

- 21.1. Broadcast Licensees, comprising of up to three (3) people, may conduct stand up interviews near the corner flag and/or behind the goal line pitch-side advertising boards, subject to the prior consent of GFA and booking a position with GFA Commercial Rights Partner. Any guest must be accredited for access to the Field of Play.
- 21.2. The area will be available for use by Broadcast Licensees during pre-Match warm-up. The interview shall be finished fifteen (15) minutes prior to kick-off.
- 21.3. The following individuals shall not be interviewed during any pre- or post-Match stand up interview:
  - a) Ant Participating Officials that are registered to sit on the team bench;
  - b) Any Participating Players listed in the starting line-up, as substitutes, or that are suspended for the Match.
- 21.4. One (1) Pitch-Side Commentator plus one (1) assistant may make live voice reports during the Match from the position behind the goal line pitch-side advertising board (at the unilateral camera positions).
- 21.5. The Pitch-Side Commentator shall not have any direct communication with any of the Participating Officials and/or Participating Players during the Match.
- 21.6. The Pitch-Side Commentator shall be required to remain seated and immobile at all times during the Match. At no time may be Pitch-Side Commentator approach the team bench and/or any individuals during warm-up.
- 21.7. The Pitch-Side Commentator shall be required to use a headset microphone only. No other equipment (such as a desk or camera) except for a small monitor by arrangement with the GFA Commercial Rights Partner and with the prior approval of GFA shall be allowed in this area during the Match.

## **Part E:      Pitch Side Operations**

### **22. Video Recordings**

- 22.1. GFA reserves the sole and exclusive right to produce, exploit and further distribute any content and/or filming for any commercial and non-commercial purposes, including but not limited to documentaries and online video content, related to the Competition and/or the participation of a Member Association in the Competition, including its Participating Team, Participating Players, Participating Officials and/or all Team Official Delegation.
- 22.2. The Participating Team shall ensure that no member of its Team Official Delegation or any third parties produce, exploit, and/or further distribute any film material relating to the Competition or the participation of a Participating Team in the Competition, for any commercial or non-commercial purposes without prior written consent of GFA.
- 22.3. Participating Teams shall be permitted to make their own recordings of Matches subject to the following:
  - a) Only members of the Team Official Delegation may make sure recordings;
  - b) Only one (1) camera per Member Association may be used;
  - c) Only lightweight, amateur equipment may be used, not the type of professional equipment used by professional broadcasters;
  - d) During filming, the Participating Official making the recording must wear the technical bib distributed by GFA Marketing Officer at the start of the Competition. Only one (1) such bib will be distributed to each Participating Team. It must be returned when the Participating Team is eliminated from the Competition;
  - e) The Participating Official must make contact with the GFA Marketing Officer before The Match to locate a suitable position;
  - f) No other recording is allowed, including without limitation, in the team dressing rooms, Mixed Zone, at press conferences or any other location or for any reason other than listed above;
  - g) Filming is permitted for technical football purposes only as opposed to any general Documentation of the stay in the Host Country and the Competition.
- 22.4. Under no circumstances shall recordings or images taken in the Stadium or other Controlled Access Area be publicly distributed or otherwise used for any type of commercial or non-

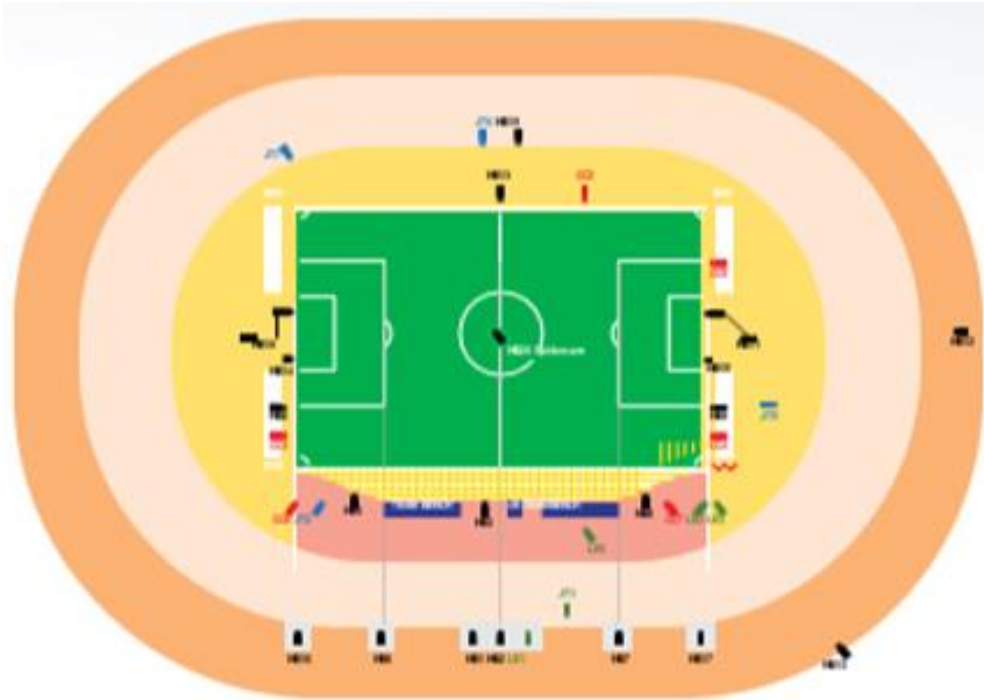
commercial exploitation, either during or after the Competition. Any abuse of video footage constitutes a serious violation of the Media Rights and will be sanctioned by the GFA.

### **SCHEDULE A – Camera Positioning Summary.**

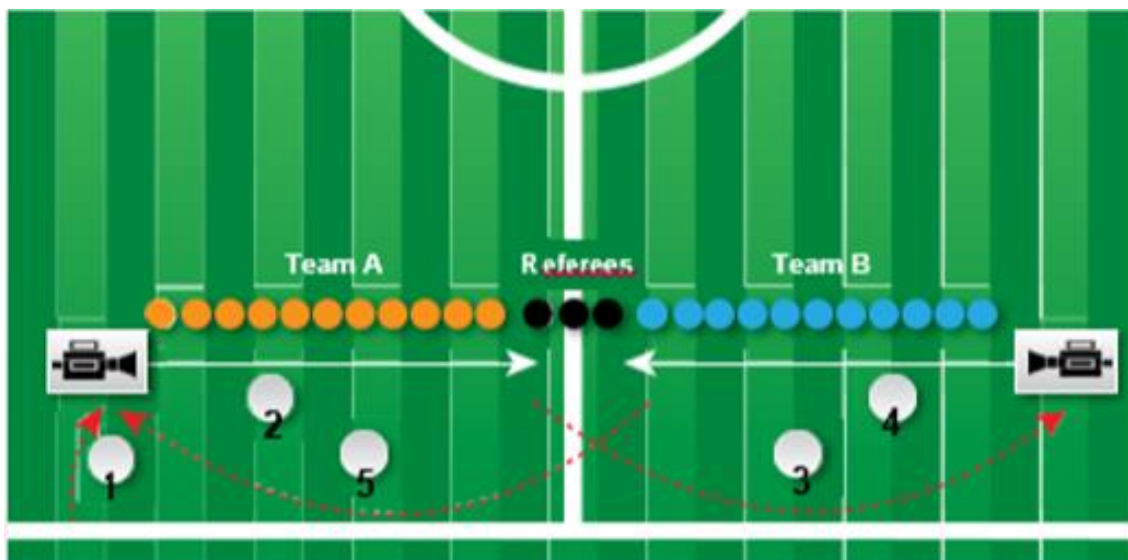
- Main cameras: The main cameras need to be positioned directly on the halfway line at a suitable height within the main stand. The cameras need to have a clear, unobstructed view of the field of play at all times.
- Pitch side halfway line camera: the camera will be fixed on the halfway line next to the fourth official.
- Offside Cameras: Located in the main stand facing the 16-meter line at each end of the pitch on the same side of the stadium as the main cameras. These cameras can be located higher in the main stand than the main cameras.
- Pitch Level Camera behind along the by line: Cameras can be located in a fixed location at pitch level on the same side as the main cameras as long as they do not obstruct the view of the field of play for the fourth official and or the team benches. The cameras should also be far enough back from the pitch to ensure that there is no danger to participating players.
- Steadicam/Handheld cameras: Steadicams and handheld cameras can be used on the same side of the pitch as the main cameras, with one operating on each half of the pitch. This will be operated by one cameraman and one assistant. The cameras must not encroach in front of the team benches, should not interfere with the assistant referee running the line and should not block the line of sight from the fourth official to the field of play.
- Pitch Level Steadicams/Handheld Camera Outside of play: Up to two Steadicams or handheld cameras are allowed on to the field of play cover the players walking on, team line-ups, anthems, VIP Handshakes and the coin toss.
- Tunnel Camera: A single handheld camera at each team is allowed into the tunnel prior to the teams walking out before the start of the match and half time. The camera must not impede the players or officials.
- Stand Camera Behind Goals: A camera can be installed in the stand directly behind each goal, with the camera located directly in line with the penalty spots at each end. The penalty spot in the penalty box closest to the camera should be visible above the crossbar of the goal.
- Beauty Shot: Where access is suitable a fixed camera can be located at a high point in the Stadium to allow a panoramic shot of the complete venue.
- Reverse Pitch Level Cameras: A camera or cameras can be located behind the advertising boards on the opposite side of the pitch to the Main cameras to allow for a different perspective and coverage of the team benches.

- Reverse Stand Level Camera: Cameras can be placed within the stand opposite the main stand.

**SCHEDULE B – Generic HB Camera Plan.**



**SCHEDULE C – Steadicams.**



AS the teams walk out, handheld/Steadicam is off the field

1. Handheld/Steadicam enters the field as the teams' line up for Team A anthem.
2. Handheld/ Steadicam walks down Team A line-up and stops at the referees.
3. Handheld/Steadicam repositions to the end of Team B line-up, ready for Team B anthem.
4. Handheld/Steadicam walks up Team B line-up and stops at the referees.
5. Handheld/Steadicam repositions to 1 to cover handshakes before leaving the pitch

*NB: If Team A is hosting, process is the same but handheld/Steadicam starts with Team B line-up shoot.*



**As the teams walk out, both handheld/steady cams are off the field**

1. Handheld/Steadicam A enters the field as the team line up for Team A anthem.
2. Handheld/Steadicam A walks down Team A line-up and stops at the referees.
3. Handheld/Steadicam A repositions at the end of Team B line-up, ready for Team B anthem.
4. Handheld/Steadicam A walks up Team B line-up and stops at the referees.
5. Handheld/Steadicam A leaves the field directly.

Simultaneously, handheld/steady cam B enters the field to cover handshakes.

*NB: If Team A is hosting, process is the same but handheld/Steadicam starts with Team B line-up shoot.*



**SCHEDULE D – Pitch Centre Camera Positioning.**



The camera shall be positioned as above, sharing the halfway line with the fourth official bench. In case of any dispute with regards to the position, the AFC Match Commissioner shall make the final decision in consideration of the available space and layout of the field.

**SCHEDULE E – Generic Microphone plan.**



**SCHEDULE F – Match Day Operation Countdown.**

Time	Task	Location
<b>Up to 2 hrs. to Kick-off</b>	Team Dressing Room Filming	Team Dressing Room
<b>- 90 min</b>	Team Bus Arrival Filming	Team drop off area
<b>-90 min</b>	Head Coach Arrival Interview	Team drop off area
<b>-15 min</b>	Pre/Post Stand-ups – complete by	Field of Play
<b>-10 min</b>	Players Tunnel	Tunnel
<b>0</b>	Kick Off	Field of Play
<b>+80 min</b>	Flash interview preparation	Field of Play
<b>+90 min</b>	Flash interview	Field of Play
	Post Press Conference	Press Conference
<b>+100 min</b>	Mixed zone interviews	Mixed Zone

**Appendix 15: Expulsions and Suspensions at Competition**

Venue	Player		Official	
	Expulsion	Suspension	Expulsion	Suspension
Field of Play	Ordered to leave the Field of Play and its surroundings.	Banned from the field of play and its surroundings.	Ordered to leave the Field of Play and its surroundings.	Banned from the field of play and its surroundings.
Team Bench	Order to leave the Team Bench.	Banned from the team bench.	Order to leave the Team Bench.	Banned from the technical bench.
Technical Area	Cannot sit in the technical area.	Banned from the technical area.	Cannot sit in the technical area.	Banned from the technical area.
Dressing Room	Shall stay in either the dressing room or doping control room accompanied by a chaperon until the names of the players selected for the doping test are communicated	Banned from the dressing room at any time before and during the match in question (can join after the final whistle).	Banned from entering the team dressing rooms at half time id sent off during the first half of the match.	Banned from the team dressing rooms at any time before and during the match in question (can join after the final whistle).
Stands	Allowed to sit in the stands. Provided his integrity and security are safeguarded, he/she is not picked for doping control and is no longer wearing his football equipment	Allowed to sit in the stands, but not in the immediate surroundings of the Field of Play, provided his integrity and security are safeguarded	Allowed to sit in the stands, but not in the immediate surroundings of the field of play, for the rest of the match, provided that integrity and security are safeguarded.	Allowed to sit in the stands, but not in the immediate surroundings of the Field of Play, provided his integrity and security are safeguarded

Team Bus	Allowed to take the team bus.	Allowed to take the team bus but not allowed to talk to the media upon arrival or departure.	Allowed to take the team bus.	Allowed to take the team bus but not allowed to talk to the media upon arrival or departure.
Award Ceremony	Allowed to take part in the award ceremony.	Allowed to take part in the award ceremony.	Allowed to take part in the award ceremony.	Allowed to take part in the award ceremony.
Mixed Zone	Not allowed in the Mixed Zone.	Banned from the mixed zone.	Not allowed in the mixed Zone.	Banned from the mixed zone.

\*The same shall apply for GFA Futsal and Beach Soccer Competitions

Venue	Player		Official	
	Expulsion	Suspension	Expulsion	Suspension
Press Conferences	Not allowed to attend or participate in any match-related press conference	Banned from all match-related press conferences.	Not allowed to attend or participate in any match-related press conference.	Banned from all match-related press conferences with the exception of any per-Match press conference on Match day-
Official Training	N/A	Allowed to attend and participate in official training.	N/A	Allowed to attend and participate in official training.
Media Activities	Not allowed to undertake any media activities in the stadium.	Not allowed to undertake any media activities in the Stadium.	Not allowed to undertake any media activities in the stadium.	Not allowed to undertake any media activities during the course of the match.
Doping Control Room	Eligible for doping control and shall stay accompanied by a chaperon until 75th minute.	N/A		
Contact and Communication	Not allowed in the VIP tribune.	Can sit in an area designated by GFA.	Shall not communicate with or contact anyone involved in the Match by any means whatsoever	Shall not be permitted to communicate with or contact any person involved in the Match by any means whatsoever for the duration of a Match

\*The same shall apply for GFA Futsal and Beach Soccer Competition.

## Appendix 16: Minimum Ticket Allocation

### 1. Complimentary Tickets

1.1. GFA shall provide the following Complimentary Tickets, for each Competition to GFA and/or GFA Commercial Rights Partner:

1.1.1. Fifty percent (50%) of the VVIP Tribune (including without limitation, royal boxes, sky or hospitality boxes and suites, or any other type of suite) for each match; and

1.1.2. VIP (including any hosting services, if available), Zone A and Zone B Tickets for each Match, as follows.

#### AFC ASIAN CUP

Match	VIP	Zone A	Zone B
Opening Match	120	1,000	500
Group Stage / Round of 16	100	800	300
Quarter Finals	100	900	300
Semi Finals/ Final	120	1,000	500

Excluding the opening match

#### AFC CHAMPIONS LEAGUE

Match	VIP	Zone A	Zone B
Group Stage	60	450	300
Round of 16 / Quarter Finals	60	500	350
Semi Finals	80	500	350
Finals	100	600	400

#### AFC CUP

Match	VIP	Zone A	Zone B
Group Stage	40	250	200
Knockout Stage	40	250	200
Zonal Final (West)/ Inter-zone Finals	50	250	200
Finals	80	300	200

Excluding Zonal Final (West) and Inter-Zone Finals

#### FIFA WORLD CUP QUALIFIERS FINAL ROUND

Match	VIP	Zone A	Zone B
All Matches	100	600	400

**AFC U23 ASIAN CUP**

Match	VIP	Zone A	Zone B
Group Stage / Quarter Finals	60	450	300
Semi Finals/ 3rd/4th Playoff/ Final	80	500	350

**AFC FUTSAL ASIAN CUP**

Match	VIP	Zone A	Zone B
All Matches	30	200	150

**AFC FUTSAL CLUB CHAMPIONSHIP**

Match	VIP	Zone A	Zone B
All Matches	30	150	100

**OTHER COMPETITIONS**

Match	VIP	Zone A	Zone B
All Matches	50	350	300

**2. Purchasable Table**

2.1. GFA shall provide GFA Commercial Rights Officer with the opportunity to purchase Tickets at face-value for each Match.

2.1.1. Zone A and Zone B Tickets for each Match.

**AFC Asian Cup**

Match	Zone A	Zone B
Opening Match	1,150	2,000
Group Stage / Round of 16	340	600
Quarter Finals	540	1,000
Semi Finals / Final	1,150	2,000

**AFC Champions League**

Match	Zone A	Zone B
Group Stage	120	100
Round of 16 / Quarter Finals	130	200
Semi Finals	330	600
Finals	400	600

Excluding Zonal Final (West) and Inter-Zone Finals

**AFC CUP**

Match	Zone A	Zone B
Group Stage	120	100
Round of 16 / Quarter Finals	130	200
Semi Finals	330	600
Finals	400	600

Excluding Zonal Final (West) and Inter-Zone Finals

**FIFA World Cup Qualifiers Final Round**

Match	Zone A	Zone B
Group Stage	120	100

**AFC U23 Asian CUP**

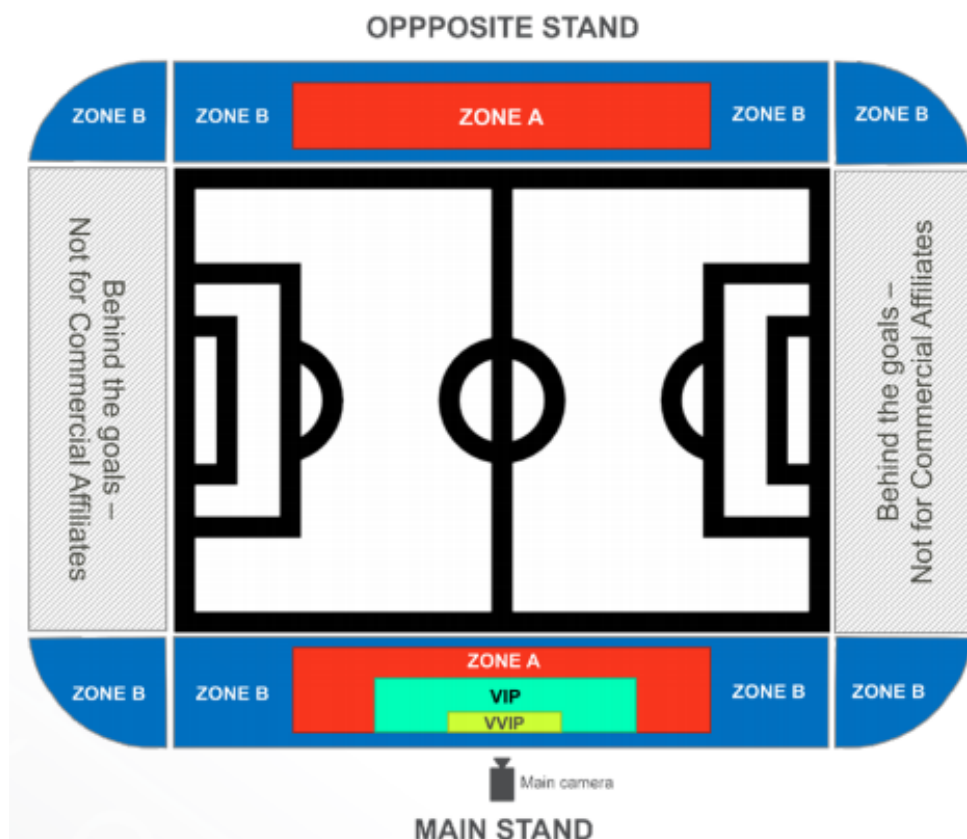
Match	Zone A	Zone B
Group Stage	120	100
Semi Finals / 3rd / 4th Place Playoff / Final	140	200

**Other Competitions**

Match	Zone A	Zone B
All Matches	110	100

GFA reserves the right to request for any Tickets in addition to those set out herein.

## Appendix 17: Ticket Zoning Principles



### ALL TICKETS WITHIN A ZONE MUST BE GROUPED IN A CONTINUOUS BLOCK

<b>VVIP</b>	<ul style="list-style-type: none"> <li>• VVIP hosting by Host Organisation</li> <li>• Highest non-saleable tickets</li> <li>• Includes hosting area with F&amp;B services</li> </ul>
<b>VIP</b>	<ul style="list-style-type: none"> <li>• Best seats in the house</li> <li>• Situated on the main stand and as much as possible level with the centre line with clear view on the entire pitch</li> <li>• Must be between the two (2) penalty areas</li> <li>• Includes hosting when existing/available</li> </ul>
<b>ZONE A*</b>	<ul style="list-style-type: none"> <li>• Situated between the penalty areas in principle and no further than the goal lines</li> <li>• As much as possible level with the halfway line</li> <li>• Main stand, covered (roof) and lower tier as a 1st option</li> <li>• Opposite stand provided it is covered as a 2nd option</li> <li>• Stops at the same height as the VVIP area (on the main stand)</li> </ul>
<b>ZONE B*</b>	<ul style="list-style-type: none"> <li>• Situated anywhere except behind the goals or in the core fan areas</li> </ul>

\* Tickets within a zone may be a combination of different existing categories.

## **Appendix 18:      Accreditation Policy**

1. Only individuals in possession of a valid permit shall be granted entry to the Stadium. Valid Permits shall include:
  - a. Tickets;
  - b. Accreditation Cards and, when necessary (i.e. access to Control Access Area), Supplementary Accreditation Devices (SADs); and
  - c. Other permits as defined herein.
2. Formal accreditation will be applied and out into force before the start of the Competition as specified in the respective Competition Regulations. Once accreditation has been established, access to Stadia and other Controlled Access Area will only be permitted for those individuals with a valid permit.
3. If an individual cannot produce a valid permit, they shall be refused entry and may be escorted from the respective Controlled Access Area.
4. It is responsibility of the Host Organization and their stewards, Stadium safety and security management staff and police officers to ensure that only those persons with authority to be inside the Stadium, including members of the public, officials and staff, are permitted into the Stadium.
5. Where restricted access zones within a Controlled Access Area have been established (e.g. official areas, the Field of play, the media center etc.), stewards or other appropriate security staff shall be stationed at the designated area to enforce and control access in accordance with the established accreditation and stadium zoning plan.
6. Accreditation shall be issued by GFA or the LOC to individuals with specific functions at a Competition or Official Function.
7. Accreditation shall, as far as a possible, be forgery-proof and provide protection against multiple use.
8. Accreditation is non-transferable.
9. Permits shall restrict to specific, clearly marked areas and specified Controlled Access Areas.
10. The number of “access all areas” passes shall be kept to an absolute minimum and access rights must be based on working requirements.
11. Accreditation does not permit the holder to attend a Match as a spectator or to occupy any seat in the Stadium that would normally be assigned to a Ticket.



12. A background/criminal check shall be performed by the Host Organization Authorities as part of the accreditation process where necessary.
13. Provision must be made for the withdrawal (on a temporary or permanent basis) of accreditation if the holder is acting in a manner that may prejudice the safety and security of others, a criminal act has been committed or suspected by the holder, the holder's actions are prejudicing the smooth running of the event or the holder has breached the Stadium code of conduct.
14. Subject to the agreed security concept and approved accreditation plans, identity cards held by members of the police and other official agencies (including fire and ambulance services) that allow them to carry out operational tasks at the Stadium shall also be regarded as valid permits, provided said member are in uniform and clearly identifiable.
15. Police officers and members of other security agencies wearing plain clothes must be issued, with appropriate accreditation for the tasks they are performing.

#### **Access Rights: Accreditation Zones**

<b>Zone 1 Field Area</b>	Pitch, team benches, fourth official's bench, tunnel and access to field of play, photographers' and cameramen positions.
<b>Zone 2 Competition Area</b>	Team/referee dressing rooms, medical and doping control rooms, GFA and Host Organization offices, corridors (with access to dressing room)
<b>Zone 3 Public Areas</b>	General public entrance, public sanitary facilities, public points of sale, concession areas, first aid, commercial display and spectator seats
<b>Zone 4 Operations Areas</b>	All room not in zone 2 (IT room, PA announcer booth, police/fire brigade rooms, electrical generator, medical facilities) and storage areas
<b>Zone 5 VVIP/VIP Areas</b>	VVIP/VIP reception and lounge, VVIP/VIP seats and VVIP area
<b>Zone 6 Media Area</b>	Media seats, mixed zone, press conference room, radio and TV commentary positions and observer seats
<b>Zone 7 Media Centre</b>	Media working area, Media catering area, Media briefing area, photographers' area and Media services
<b>Zone 8 Broadcast Area</b>	TV compound, radio and TV studios, camera platforms
<b>Zone 9 Hospitality</b>	Hospitality areas

*Disclaimer: The above is a standard zoning applicable to Competitions. The zoning that will be applied for each Match and/or Competition shall be determined by the GFA and/or Host Organization. Otherwise, competitions area in general will be divided into official areas (OA) and Field of Play (FOP).*

### **AD and Zoning Activation Times**

<b>Day</b>	<b>AD Enforcement</b>	<b>Accreditation Zoning Activation</b>	<b>SADs Activation</b>
<b>Match Days</b>	An Accreditation Device is required to access the Stadium at any time	<b>Start:</b> 4 before kick-off (roaming security in all access control points and rooms to be locked, accessible by relevant persons via access keys)  <b>Finish:</b> 2 hours after final whistle (or until the end of activities on the relevant operational area such as the mixed zone and doping control room, whichever come later)	<b>Start:</b> 2 hours before kick-off  <b>Finish:</b> 2 hours after final whistle (or until the end of activities in the relevant operational area such as the mixed zone and doping control room, whichever comes later)
<b>Non-Match Days</b>		<b>Zoning Activation (Zones 1 &amp; 2)</b> 1 hour before the first training session / pre-Match press conference (whichever is earlier) until 1 hour after the last team's training session / pre-Match press conference (whichever is later)	No activation

### **Access Boards**

Access boards shall be set up within the Venues to display relevant information required for accreditation and access control. They shall be positioned at accreditation sensitive points throughout the Controlled Access Area in any official venue of an Official Function. The Host Organization shall be responsible to set up the access boards, which shall be checked by the GFA Match Commissioner and GFA Safety and Security Officer before the commencement of any Official Function.

The access board displays information on which zones (and SADs, where applicable) are needed to enter an area, and the time when control of SADs is activated. In addition, on every Match day the respective Match number (sample of the SAD) shall be displayed in the board.

## **Appendix 19: GFA Guidelines on Football Participation in Extreme Conditions: Heat, Cold, and Haze.**

Football, the most popular sport is played throughout the year with exposure to various extreme weather conditions. Limited scientific data and ethical issues that hamper research have not determined threshold levels or specific guidelines for safe participation in sport in extreme environments. Some studies have been conducted in Football with the support of F-MARC. Participation in extreme environments may have detrimental effect on the health of players and impair their performance. However, sport specific guidelines need to be in place to protect players in each sport. AFC Medical Committee recommended the following guidelines for participation in extreme environmental conditions:

### **A. Hot Environment**

Ambient temperature and humidity, duration of exposure and intensity of physical activity, physical state of player and other related risk factors, if adequate precautionary measures not been taken, may expose players to heat related injuries-heatstroke, heat exhaustion and heat cramps. These conditions are rare in football but more importantly are preventable. No incidence of heatstroke has been reported during FIFA/AFC Tournaments.

#### **A. 1. Introduction of Cooling Breaks during Match.**

##### **A. 1.1 The Decision:**

The decision to introduce cooling breaks during a match shall be based on the Wet Bulb Globe Temperature (WBGT) readings at -90 and 60 minutes prior to the commencement of the match. If the WBGT readings are 32 degrees Celsius and above, cooling breaks may be introduced after consultation with the General Coordinator/Match Commissioner and the Referee. This information must be communicated to each participating team and/or Team Physician as well as the relevant authorities such as media, LOC etc. Each break per half i.e. at 30th & 75th minute shall comprise of 3 minutes. During this stoppage time, players may rehydrate and soak themselves with cold wet towels provided by the LOC.

##### **A. 1.2. LOC Obligation:**

Once the decision to introduce cooling breaks has been established, the LOC shall provide the following:

- 1.2.1 Two (2) cooler boxes (one for each team) with adequate quantities of ice during each half of the match for cooling breaks (i.e. 30th & 75th minute). Team may use their own cooling items, if they so require.
- 1.2.2 Face towels soaked in ice cold water for players and referees for each cooling break.
- 1.2.3 Emergency Medical Services: The LOC shall ensure that:

1.2.3.1 Heat stroke diagnostic equipment and treatment logistics are available (rectal temperature thermometer; medications (anti-convulsion); tub and tepid water spray etc.

1.2.3.2 A medical team conversant with treatment of heat related injuries.

B. 2. Additional Information to Team Officials/Team Physicians

B. 2.1. Anti-Doping

In the event the match is subject to doping control, the draw/selection of players can take place at the 78th minute instead of the 75th minute.

C. 3. Team Officials

Monitoring of players at risk during the match/competition:

- Players who had past history of heat related injuries;
- Players having medical conditions e.g. blood disorders
- Players on medications
- Modulate the iron-field activities; advice players to limit running with the ball; more a passing game during the match;
- Strategies for hydration: players keep hydrating themselves prior and during match;
- Advice good sleep & diet

**References:**

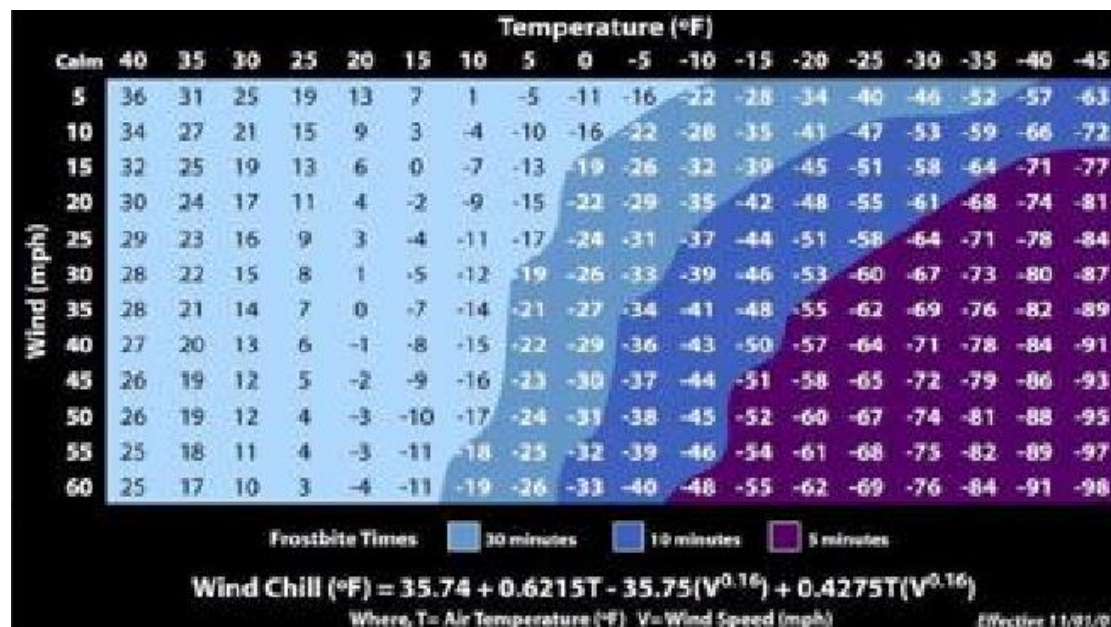
- *F-MARC; FIFA Football Emergency Medicine Manual*
- *Clinical Sport Medicine, Brukner & Khan, fourth edition; Read chapter 58 exercise page 1132-1142; Exercise in the heat;*
- *Scandinavian Journal of Medicine & Science in Sports; volume 20, supplement 3, October 2010; Exercise in Hot Environments; From basic concepts to field applications;*
- *Hydration and Sweating responses to hot-weather football competitions; SS Kurdak, SM Shirreffs, RJ Maughan KT Ozgunen, C. Zeren, S. Korkmaz, Z. Yazici, G. Ersoz, MS Binnet, J. Dvorak*
- *Living, training and playing in the heat challenges to the football players and strategies for coping with environmental extremes; RJ Maughan, SM Shirreffs. KTOzgunen, SS Kurdak; G. Ersoz, MS Binnet, J Dvorak*
- *Hyperthermic-related challenges in aquatics, athletics, football and triathlon*

- BJSM 2012 volume 46 issue 11, M. Mountjoy; JM Alonso; MF Bergeron; J. Dvorak; S. Miller, S Miglionini; DG Singh
- IO C Consensus statement on thermoregulatory and altitude challenges for high-level athletes;
- BJSM 2012 volume 46 issue 11;

## F-V ARC Football Medicine Manual 2nd Edition. Chapter 2.6 Environment Factors

### B. Cold Environment

Cold should not be a barrier to football participation if all risk factors are adequately evaluated and appropriate preventive action taken. Hence, cold related injuries, mainly hypothermia (core body temperature 35°C or 95°F and below) can be prevented. Mild hypothermia may result in shivering and loss of musculoskeletal coordination. Heat can be lost through conduction, convection, radiation and evaporation. Body heat is lost more rapidly via wet conditions (conduction) and wind chill (convection/evaporation). There is no specific scientific data to demonstrate the threshold temperature to stop football activity. However, wind chill factors. Clothes, with or without rain/snow fall together with ground conditions are additional factors taken into consideration to determine whether to continue or discontinue football activity. Officials may use a wind Chill Chart as a guide. Players will find cold acclimatization more difficult to achieve and less effective to sustain normal body temperature or preventing cold related injuries than heat acclimatization. Most football activities take place around minus 10°C or at higher temperatures.



#### B.1. The Decision Process

Sixty Minutes (60 minute) before the commencement of the match, the AFC Medical Officer shall take note of the ambient temperature and wind chill. If temperature readings are minus 15°C (or 5°F) and below the AFC Medical Officer shall advise the Match Commissioner and the

Referee of the possibility of postponement of the match and shall inform the team doctors and the medical team to observe the players carefully. If temperature readings are minus 25°C (or -13°F) a postponement of the match should be strongly advised.

The decision of the match Referee shall be final in accordance with rule 7 of the “Laws of the Game’ and with respect to attire-rule 4 (gloves caps trousers etc.) as long as it does not pose a danger to the player or opposing players.

## B.2. Preventative Measures

Team officials and/or Team Physicians need to ensure:

- Players have appropriate clothing with insulation and/or wind shield liner (wearing it in several layers); officials & players on bench – protect from cold weather/wind i.e. warm clothing/windbreakers.
- Monitoring of players susceptible to hypothermia (previous episodes and esp. lean players and cold intolerance). Children & adolescents’ greater risk due greater body surface to mass ratio and low subcutaneous fat.
- Monitoring of players with medical conditions e.g. Exercise induced Asthma (EIA) (asthma; diabetes; hypothyroidism; cold induced urticarial).
- Encourage drinking of fluids to prevent dehydration.
- Encourage players to have diet rich in carbohydrates (pre-participation increase in carbohydrate reserves is essential).
- Players need to keep moving on field; check goalkeeper’s movements.
- Be aware of the players’ comedication.
- Know the individual risk factors (age, body composition, medical history, fatigue) and additional risk factors for hypothermia such as injuries dehydration.
- Immediately after football activity, remove wet clothes, hot showers; sauna etc.

## B.3. LOC Obligations

The LOC shall ensure:

- Trained team of emergency medical personnel (familiar with treatment of cold related injuries) to treat hypothermia with passive and active re-warming; frostbite (extremely rare).
- Medical supplies and equipment for treatment: hypothermia; EIA: hypoglycemia etc.

## **References:**

- *FIFA Football emergency Medicine Manual 2nd Edition*
- *Clinical Sport Medicine, Brukner & Kahn, fourth edition; chapter 59 page 1146-1157*
- *Prevention of Cold Injuries during Exercise; Medicine & Science in Sports & Exercise: November 2006 – Volume 38 – Issue 11 – pp 2012-2029; doi: Castellani, John W.; Young, Andrew J.; Duchamre. Micheal B; Giesbrecht, Gordon G.; Glickman, Ellen; Sallis, Robert E.*
- *Cappaert TA, et al, NATA position statement: environmental cold injuries. Journal of Athletic Training 2008; 43:640-658*
- *NCAA Guidelines 2a; Cold stress and exposure. 2010-11; sports Medicine Handbook (21st Edition)*
- *Rich BSE, et al. Management of on-site emergencies, IN=n: McKeag D. Mceller JL, eds. ACMS's Primary Care Sports Medicine, 2nd Edition Philadelphia, PA: LLW 2007:155-16ient4*

### **C. Haze – Air Pollution**

No scientific studies conducted on the safety of elite athletes in extreme air pollution (haze). Limited scientific studies (environmental health) are published and information from Health Authorities provides some measure of direction. Air pollutants measured include sulfur dioxide, nitrogen dioxide, carbon monoxide and suspended particulate matters of less than 10microns, mostly industrial waste, vehicular emissions and open burning (forest fires). With worldwide climatic changes, haze is becoming a common phenomenon especially in Asia and member associations are concerned about the safety and health of players. From an organizational point of view, suspension of matches leads to additional financial commitments, broadcasting rights, travel rescheduling, ticketing etc. Financial commitments, broadcasting right, travel rescheduling, ticketing etc. Furthermore, severe adverse health effects have been reported when exposed to haze, such as smarting of eyes; flu, sneezing, dry throat, dry cough, asthma and allergic reactions. The short term or long-term effects of exposure have not been well documented.

Air Pollution Index (API or PSI) – haze particulate matter consists of smoke, dust, moisture and vapor suspended in air that impair visibility and affect health. Most common contributor is open burning from domestic and forest fires, motor vehicles and industrial waste into the atmosphere. The air quality is measured using PSI – Pollution Standard Index (API) and provides information on health hazards. The API or PSI levels defer from country to country and hence there is no common consensus. The following are the guideline:

PSI / API	Up to 50	51-100	101-200	201-300	>300
	Good	Moderate	Unhealthy	Very Unhealthy	Hazardous

#### **C.1. The Decision Process**

- C.1.1. As weather changes from time to time, it is important that Air Pollution Index (API) readings be taken at 120 minutes and 60 minutes before the kick-off of the match.

C.1.2 The GFA Medical Officer shall contact the weather authorities for the API readings. IF the API readings are 200 and above, the GFA Medical Officer shall report to the Match Commissioner and the Referee with a view postpone the match. The decision of the Referee shall be final.

C.2. LOC Obligations:

The LOC shall ensure presence of:

- An emergency medical team / trained in such emergencies
- Access to a Respiratory Physician, if possible – an expert in dealing with such emergencies
- Additional medical personnel
- Administration of flu vaccine

**References:**

- <http://app2.nea.gov.sg/anti-pollution-radiation-protection/air-pollution/haze/health-advisory-for-haze#sthash.2BQTpmU4.dpuf>
- *The Link between Knowledge, Attitudes and Practices in Relation to Atmospheric Haze Pollution in Peninsular Malaysia*; Laura DE Pretto, Stephen Acreman, Matthew J. Ashfold, Suresh K. Mohankumar, Ahimsa Campos-Arceiz; 2015 <http://doi.org/10.1371/journal.pone.0143655>
- *Air Pollution Exposure and Physical Activity in China: Current Knowledge, Public Health Implications, and Future Research Needs*, Jiagiiag Lii 1, Leicthag Liang 1, Yi Feng 1, Rena Li 1, 2, \*and Yu Liu 1, \* *Int. J. Environ. Res. Public Health* 2015, 12, 14887-14897; doi: 10.3390/ijerph121114887

**D. Policy and Protocol on Head Concussion**

**D.1 Head Concussion**

Concussion is defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. Several common features that incorporate clinical, pathological and biomechanical injury constructs that may be used in defining the nature of a concussive head injury are:

- Concussion may be caused by a direct blow to the head, face, neck, or elsewhere on the body with an impulsive force transmitted to the head;
- Concussion typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously;
- Concussion may result in neuropathological changes, but the acute clinical symptoms largely reflect a functional disturbance rather than structural injury;

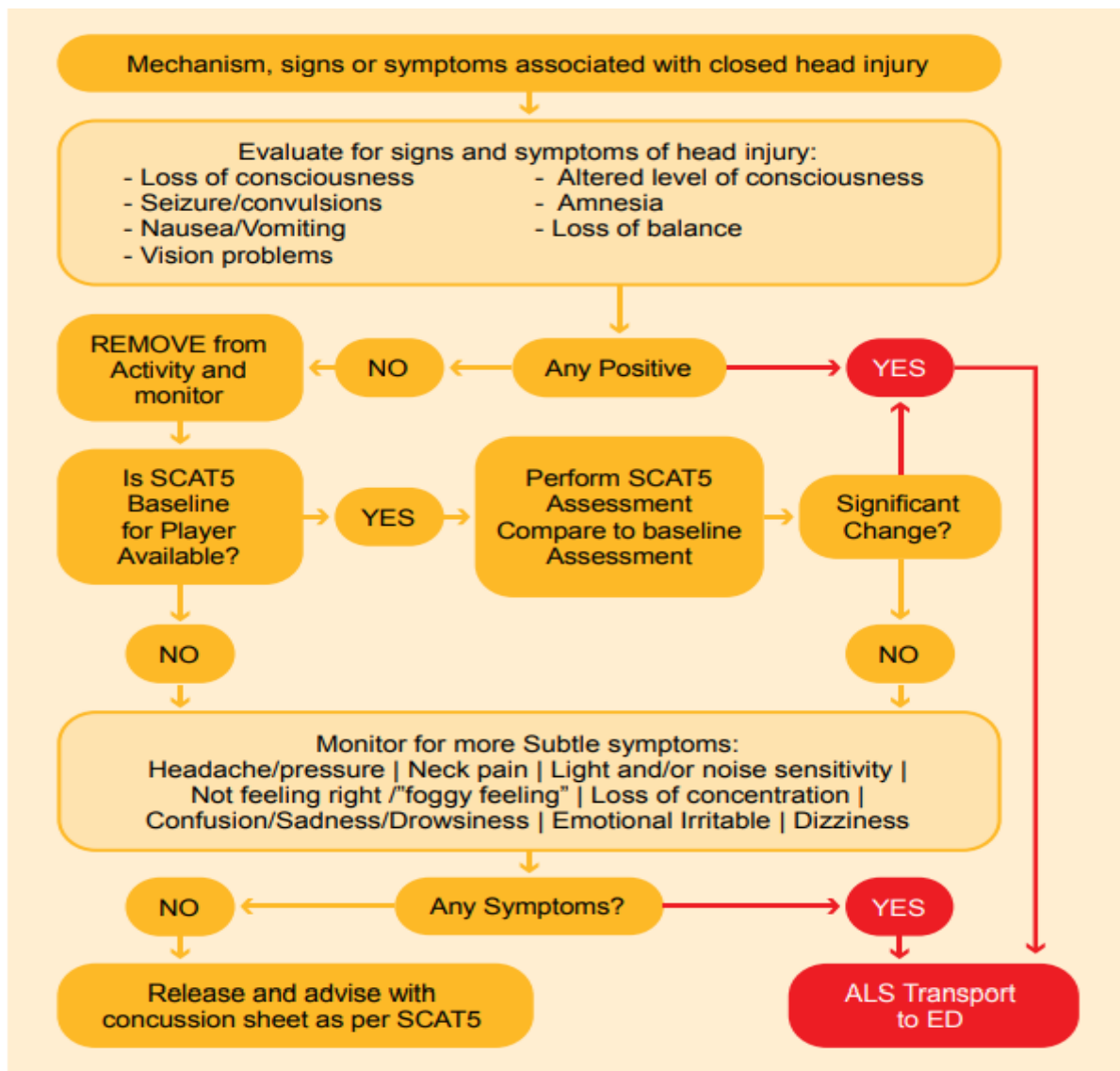


- Concussion results in a graded set of clinical syndromes that may or may not involve loss of consciousness; and
- No abnormality on standard structural neuroimaging studies are seen in concussion.

## D.2 Protocol and Decision Process during the Match

- D.2.1. A participating Player who experiences a suspected concussion during a Match must undergo an examination by the team doctor in accordance with the protocols established by the GFA Medical Committee and/or documented in the FIFA Football Emergency Medicine Manual. The referee may temporarily suspend play up to three (3) minutes whenever an incident of suspected concussion occurs. The referee may only allow the injured Participating Player to continue playing with the authorization of the team doctor, who must have evaluated the player and concluded that the player is **not exhibiting signs or symptoms of concussion**. The team doctor will have the final decision based on his/her clinical examination and is forbidden to allow a Participating Player to continue playing if concussion is suspected.
- D.2.2. GFA recommends that Participating Teams follow the **return to play protocol set forth in the Sport Concussion Assessment Tool 5 (SCAT5)** for any player who has suffered concussion. SCAT5 recognises that the time frame for return to play may vary, including based on the player's age and history, and that doctor must use their clinical judgement in making decision with respect to return to play.





The above is the visual flow of the management and treatment of head concussion.

### D.3 GFA Obligations

#### D.3.1. GFA shall be responsible for providing:

D.3.1.1. Emergency medical personnel trained in the management of traumatic head concussion for cases in which they may be called-upon to assist the team medical personnel (team doctor and/or team physiotherapist) on assessment and treatment (if requested);

D.3.1.2. Emergency personnel familiar with the SCAT5 protocol; and

D.3.1.3. On-pitch medical equipment available for treatment and management of head concussion (spinal board with head rest, immobilization supplies and medications).

## Appendix 20: Competitions

### National Team Competitions

No.	Final Competition	Preliminary Competition
1	AFC Asia Cup (Finals)	AFC Asia Cup (Qualifiers)
2	AFC U23 Asian Cup (Finals)	AFC U23 Asian Cup (Qualifiers)
3	AFC U20 Asian Cup (Finals)	AFC U20 Asian Cup (Qualifiers)
4	AFC U17 Asian Cup (Finals)	AFC U17 Asian Cup (Qualifiers)
5	AFC Solidarity Cup	
6	AFC Women's Asian Cup (Finals)	AFC Women's Asian Cup (Qualifiers)
7	AFC Women's U20 Asian Cup (Finals)	AFC Women's U20 Asian Cup (Qualifiers)
8	AFC Women's U17 Asian Cup (Finals)	AFC Women's U17 Asian Cup (Qualifiers)

### AFC Club Competitions

No.	Final Competition	Preliminary Competition
1	AFC Champions League (Group Stage and Knockout Stage)	AFC Champions League (Preliminary Stage and Playoff Stage)
2	AFC Cup (Group Stage and Knockout Stage)	AFC Cup (Preliminary Stage and Playoff Stage)

### AFC Futsal and Beach Soccer Competitions

No.	Final Competition	Preliminary Competition
1	AFC Futsal Asian Cup (Finals)	AFC Futsal Asian Cup (Qualifiers)
2	AFC Futsal Club Championship	
3	AFC U20 Futsal Asian Cup (Finals)	AFC U20 Futsal Asian Cup (Qualifiers)
4	AFC Women's Futsal Asian Cup (Finals)	AFC Women's Futsal Asian Cup (Qualifiers)
5	AFC Beach Soccer Asian Cup (Finals)	AFC Beach Soccer Asian Cup (Qualifiers)

## Appendix 21: GFA Policy on Neutral Venue Matches

Participating Member Associations (PMAs) and (or Clubs that are required to play in neutral venues shall submit the following to GFA within the stipulated deadlines with no exceptions:

- The nominated venues with the names of proposed stadium three weeks before scheduled match.
  1. The match shall be automatically awarded to be played in the venue of the respective opponent team.
  2. The order of the match shall be maintained with host team to be considered as "Team B" in order to ensure the sporting factor.

- For the avoidance of doubt, with regards to any Match played at a neutral venue, the designated Host Organization for the Match shall be responsible for:
  1. All arrangements for the staging of the Match at the neutral venue; and
  2. All cost and expenses relating to the staging of the Match at the neutral venue.

In accordance with the relevant competition regulations, this Manual and any instructions issued by GFA.

## **Appendix 22: Pitch Preparation Guidelines**

### **Pitch Surface**

This is a pitch preparation guideline for all GFA/ International Football matches.

- Matches may be played in natural or artificial surfaces, according to the rules of the competition.
- The color of artificial surfaces must be green.
- Where artificial surfaces are used in either competition matches between representative teams of member associations affiliated to FIFA or international club competition matches, the surface must meet the requirements of the FIFA Quality Concept for Football Turf or the International Artificial Turf Standard, unless special dispensation is given by FIFA

### **Grass Cutting Pattern**

To enable Assistant Referees. Please see width of each lines (in millimeter).

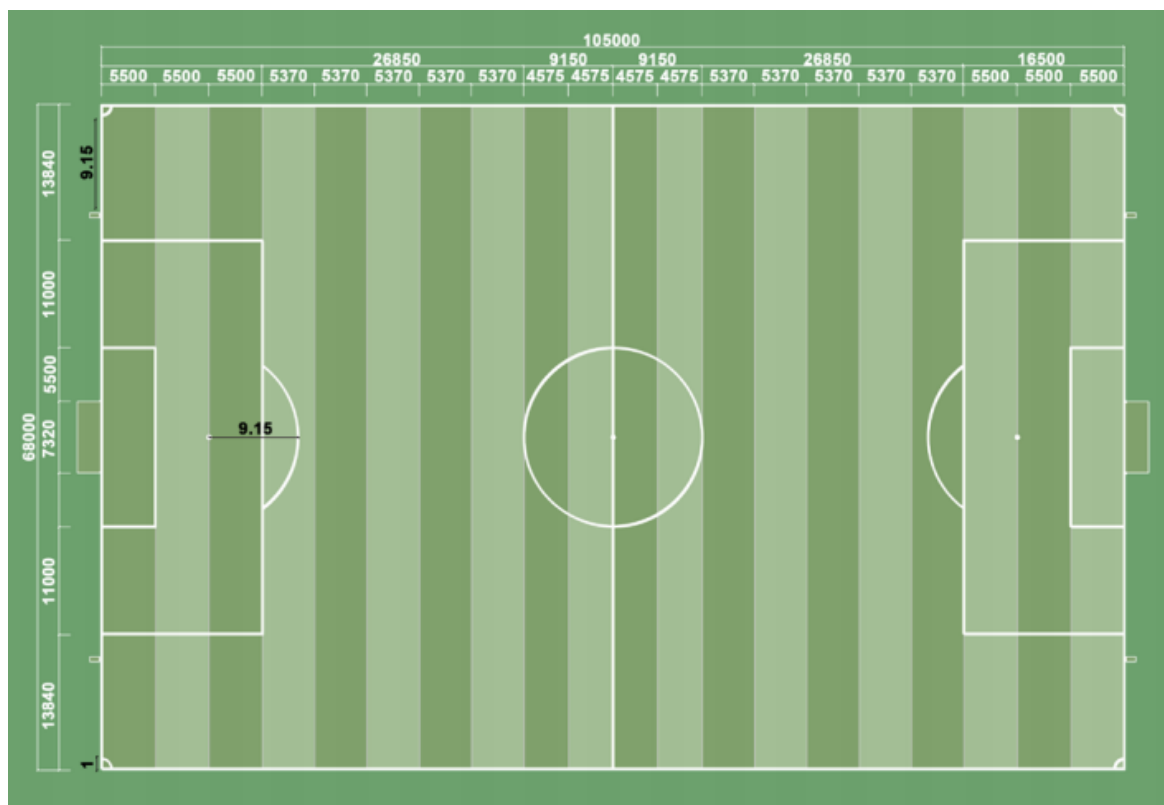


- Check for leaks before starting (do not let paint leaks or spills on the pitch).
- Set out the lines with string; the string must be left in place until the line is dry, otherwise it will transfer paint.
- Lines must be painted at a slow walking speed, consistently and layer by layer, it will take at least 2-3 applications to have the line correct.
- The lines must be allowed to dry for at least 3 hours before training, warm-ups or other maintenance is carried out.
- A bucket of water and a soft brush/sponge should be used to remove transfer a paint when marking out.
- The paint color recommended is matt bright white.
- The width of the lines must be same as the width of the goalpost (e.g. 12 cm).
- The penalty spot must be 24 cm diameter solid spot. The center circle spot should be 24 cm diameter solid spot.
- Lines to be marked latest by MD-2.

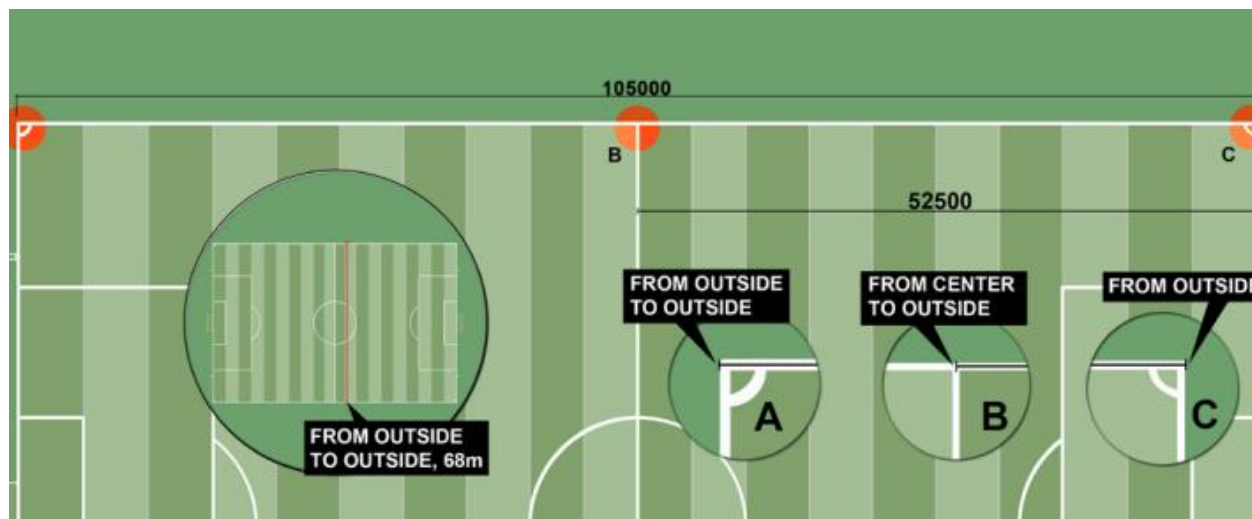
#### **Turf Colorant**

- In the situation where the color of the pitch is significantly inconsistent due to poor condition, Colorants may be used to improve the visual of pitch.
- The decision to apply paint or turf colorant to a pitch will be recommended if necessary, by the consultant and approved by the GC/MC. Turf colorants may not be applied without approval.

## Pitch Dimensions



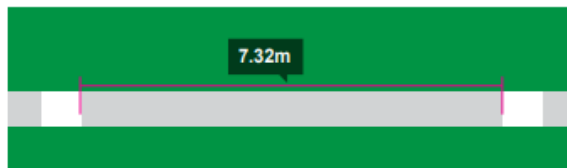
- The pitch size does not need to be 105m x 68m but must be within the size allowed in the Laws of the Game.
- Measurement of pitch size shall be taken between the distance from outside goal lines and from outside both touchlines.



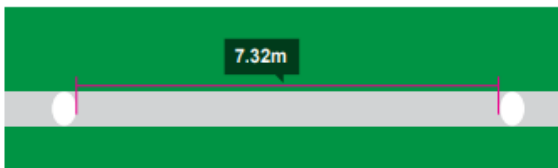
## Pitch Markings

- The lines belong to the areas of which they are boundaries.
- All lines must be same width as goal post, which do not exceed 12 cm.
- All lines shall be of bright white color.

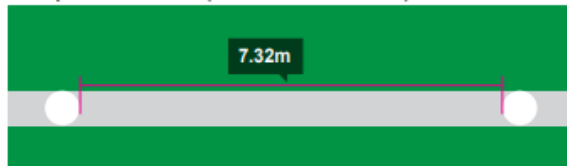
Goalposts is square (viewed from above)



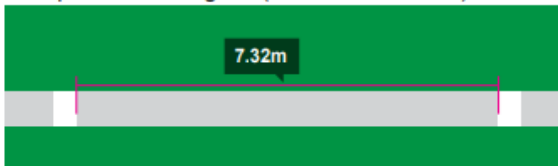
Goalposts is elliptical (viewed from above)



Goalposts is round (viewed from above)

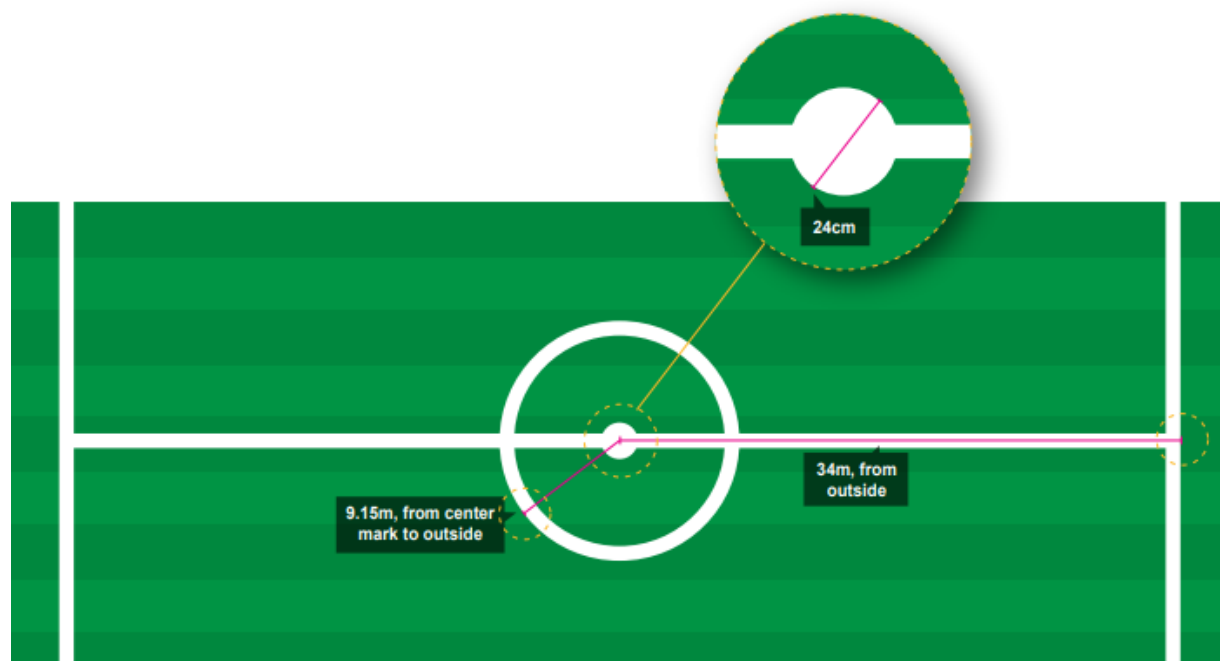


Goalposts is rectangular (viewed from above)



## Centre Circle

- Centre mark = 34m, from outside touchline to the center mark.
- Centre circle radius = 9.15m (10y) from outside line to the center mark.
- Centre mark diameter = 24cm.





- Goal area = 5.5m (6 yards), from inside of each goal post outside each line and 5.5m from outside the goal line to outside the goal area line.
- Penalty area = 16.5m (18 yards), from inside of each goal post to outside each line and 16.5 from outside the goal line to outside the penalty area line.
- Penalty area = 11m from the goal line to the center of the mark and 20cm in diameter.
- Penalty arch = 9.15m radius from the Penalty mark to the outside line.



### Artificial Turf Markings

Where artificial surfaces are used, other lines are permitted provided that they are of a different color and clearly distinguishable from the lines used for football.



*Artificial Turf Stadium before other markings being removed*

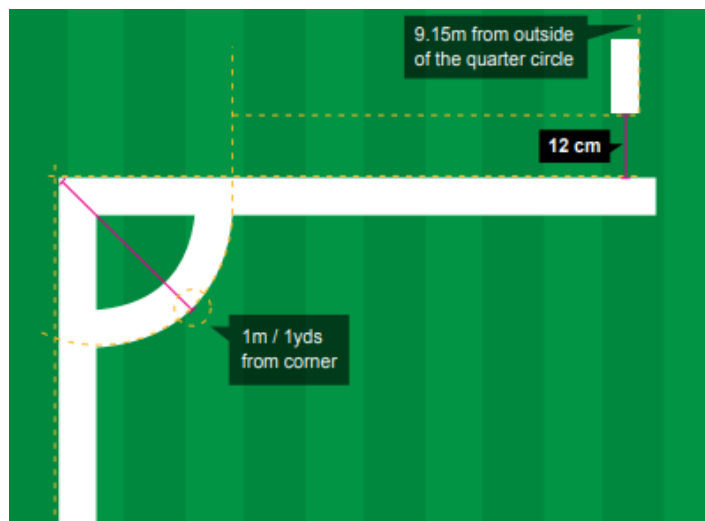


*Artificial Turf Stadium AFTER non-football markings are removed*

### Corner Arc/ Flag Post

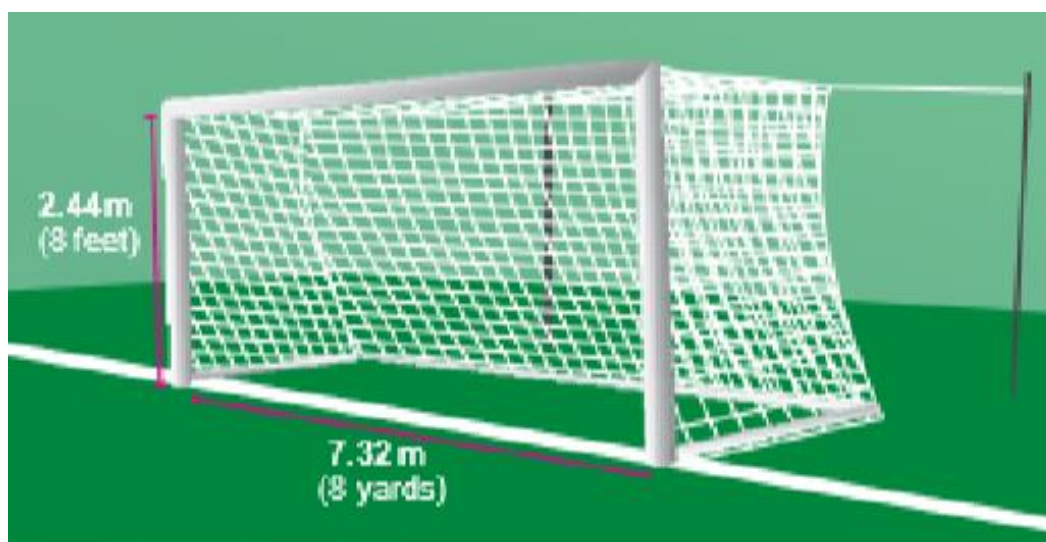
- Marks may be made off the field (optional) = 9.15m (10 yards) from outside of the quarter-circle. The Marks shall be 24cm long and separated (12cm) from goal lines.

- A quarter circle with a radius of 1m (1 yard) from each corner flag post is drawn inside the field of play.
- A flag post, not less than 1.5m (5ft) high, with a non-pointed top and a flag must be placed at each corner.



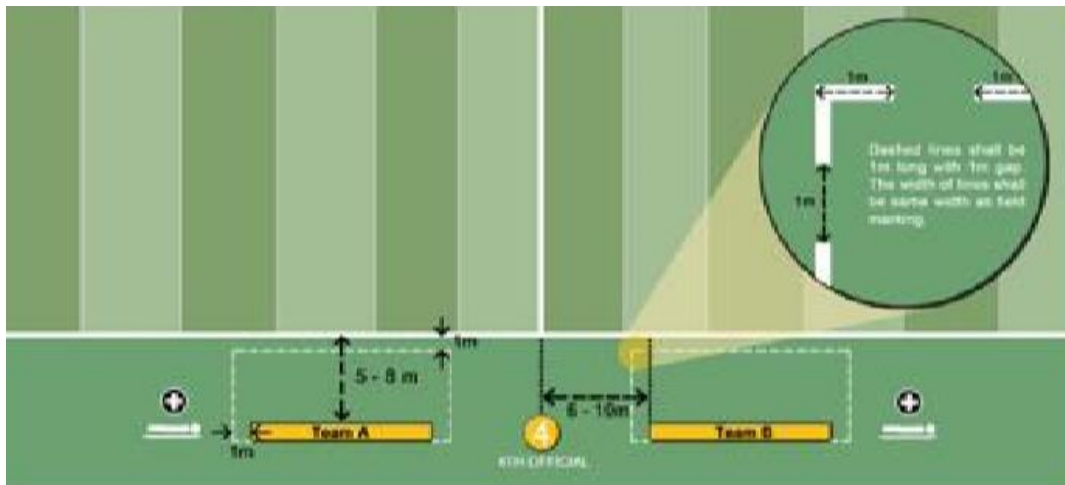
## Goal

- A goal must be placed on the center of each goal line.
- The goalposts and crossbar must be made of wood, metal or other approved material. They must be square, rectangular, round or elliptical in shape and not be dangerous to players.
- Goal height = 2.44m (8 feet) and width = 7.32m (8 yards).
- Goal must be white and Sub posts shall be darker color, e.g., black or dark gray.
- A net repair kit should be available to repair any holes which develop in the net during the warmup or during the game.
- The integrity of the net should be checked daily by the ground's Manager.



## Bench and Technical Area

- Distance from Team Bench to Half-way line = 6.10m.
- Distance from Team Bench to touchline = 5-8 (or depending on the space available).
- Benches shall not block the view of the VIPs / spectators.
- Number of seats at Team Bench is as per competition regulations.



## Movable Tunnel



**Moveable tunnel is recommended for the following:**

- When normal ticket holders are sitting just above the tunnel area.
- Very short existing tunnel.

**Moveable tunnel is to be used during the following times:**

- Pre-match ceremony
- Half-time
- After the final whistle

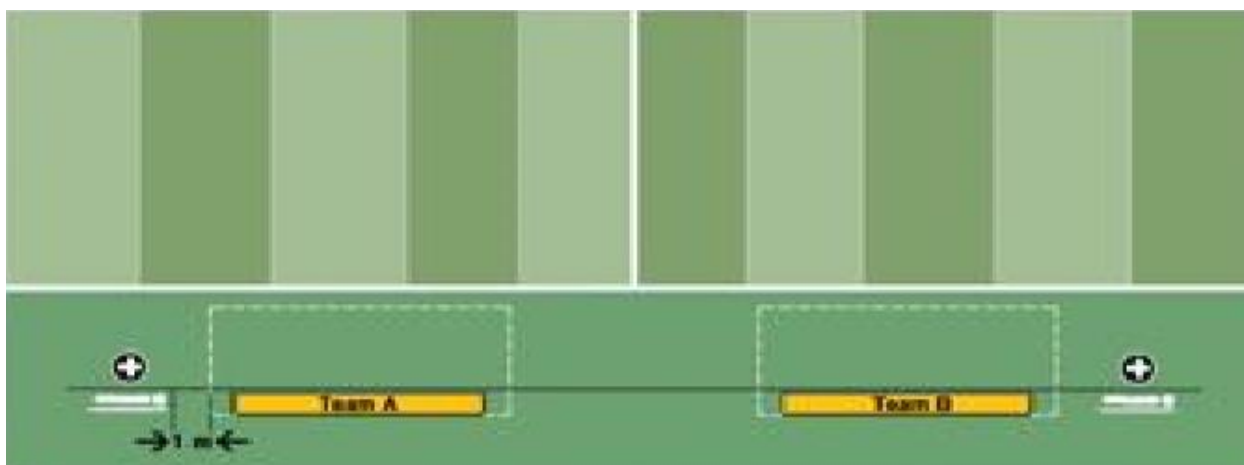
### Title and A-Boards

- A-Boards along the touchline shall be placed at least 4m from the touchline for players' safety reason. The A-boards behind the goal lines shall be placed at least 4m behind the goal line at all four corners and 5m behind the goals.
- The A-boards shall have good base support and do not pose any danger (e.g., with sharp edges).
- The competition title board is normally placed at the center.



### Stretchers' Position

- The LOC shall prepare at least 2 set of 4 stretcher bearers for the match.
- Stretcher bearers must be above 18 years old, in good physical condition and trained in carrying and transferring of injured player.
- Both set of stretcher bearers shall be located 1 meter away from both the Technical Areas (as shown below).
- They shall be on the same line as the team benches and 4<sup>th</sup> Official Bench.



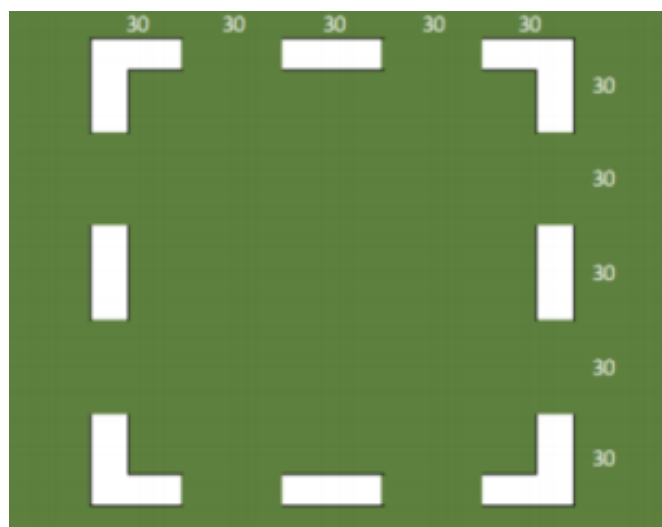
### 5th Official's Position

- In matches where a 5th Official is appointed, the 5th Official seat will be located at right side of Stretcher bearers next to Team B Bench.

### Referee Review Area (RRA)

- In matches using Video Assistant Referee (VAR) technology, RRA is to be safeguarded with the area being boxed off as follows:

Dotted lines of 30cm and 2 x 30cm empty spaces on each of the 4 sides to form the box with L painted corners (width of lines to be 12cm)



## Branding on FOP

- No form of commercial advertising, whether real or virtual, is permitted on the field of play, on the ground within the area enclosed by the goal nets or the technical area, or within 1 m (1 yds.) of the touch line from the time the teams enter the field of play until they have left it at half-time and from the time the teams re-enter the field of play until the end of the match. Similarly, advertising is not permitted on the goals, nets, flag posts or their flags and no extraneous equipment (cameras, microphones, etc.) may be attached to these items.
- The reproduction, whether real or virtual, of representative logos or emblem of FIFA, confederations, member associations, leagues, clubs or other bodies is forbidden on the field of play, the goal nets and the areas they enclose, the goals, the flag posts and their flags during playing time.



## Irrigation Heads / Running Track Metal Installation

- All irrigation system, such as water sprinklers, pumps, drain age and covers, in and surrounding the pitch shall be safe for players and properly covered with suitable material. Covers inside the field of play shall be either natural grass / earth or artificial turf (of same color as grass).



## Appendix 23: Approval of Electronic Performance Tracking System (EPTS) Devices



*Metal cover too near corner*



*Proper drainage cover*



*Concealed sprinkler head*



*Unsuitable cover in the pitch*



*Exposed irrigation head*



*Metal cover on touchline*

If your team is intending to use any of these devices, please inform GFA of the type of device that your team will be using. All devices will be inspected by GFA, which shall take the final decision regarding their use. If

there are any concerns, the devices may be presented to the GFA Medical Officer or Match Commissioner for further inspection.

**The Technology attached to the player's equipment is not dangerous and must bear the following mark:**



This mark indicates that it has been officially tested and meets the minimum safety requirements of the International Match Standard developed by FIFA and approved by The IFAB. The institutes conducting these tests are subject to the approval of FIFA.

Where such electronic performance and tracking systems (EPTS) are used, the information and data transmitted must be from the EPTS to the technical area during the match and it must be reliable and accurate.

**The professional standard will be implemented in the transition period until 1 June 2019. The following mark indicates that an EPTS device/system has been officially tested and meets the requirements in terms of reliability and accuracy of positional data in football:**

Regarding the data collected through such devices, please note the following points:



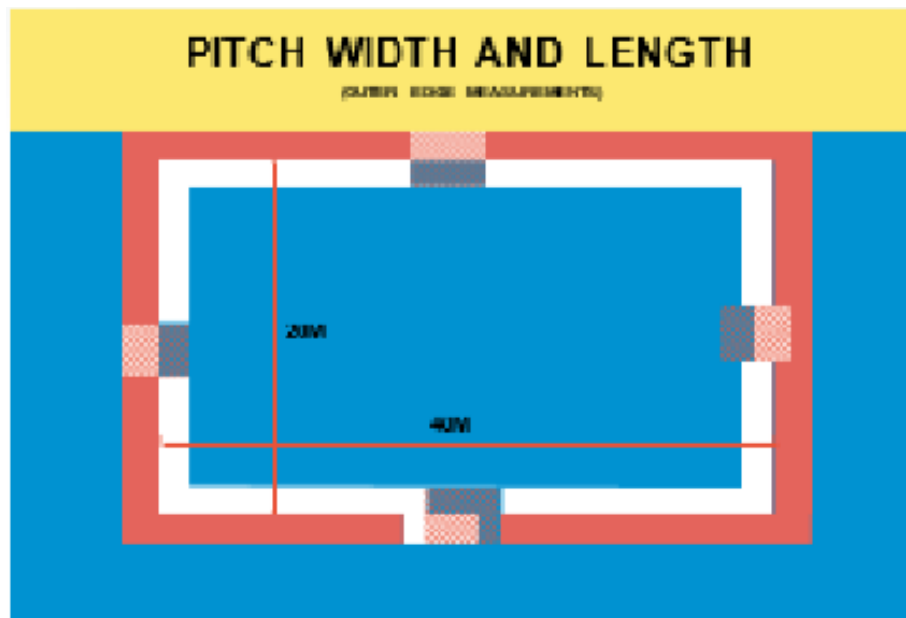
- a) The data (including physical, technical and tactical data) collected, or any interpretation of it, may only be used by the respective participating team and/or the individual player for performance monitoring purposes and by no means for any commercial purpose and/or in association with any third party.
- b) The data may not be disclosed to the public for any reason.
- c) To protect the integrity of, and GFA's rights in, the competition, GFA may impose further restrictions on the use of the data collected by an approved electronic performance or tracking system device.

In accordance with the GFA Equipment Regulations, the device shall not display the branding of its manufacturer or any third party.

- According to Law 4 of the Laws of the Game, such devices must not be dangerous.
- Participating member associations shall ensure that all team delegation members fully comply with the above requirements. The responsibility for failing to do so will be borne by the respective team.

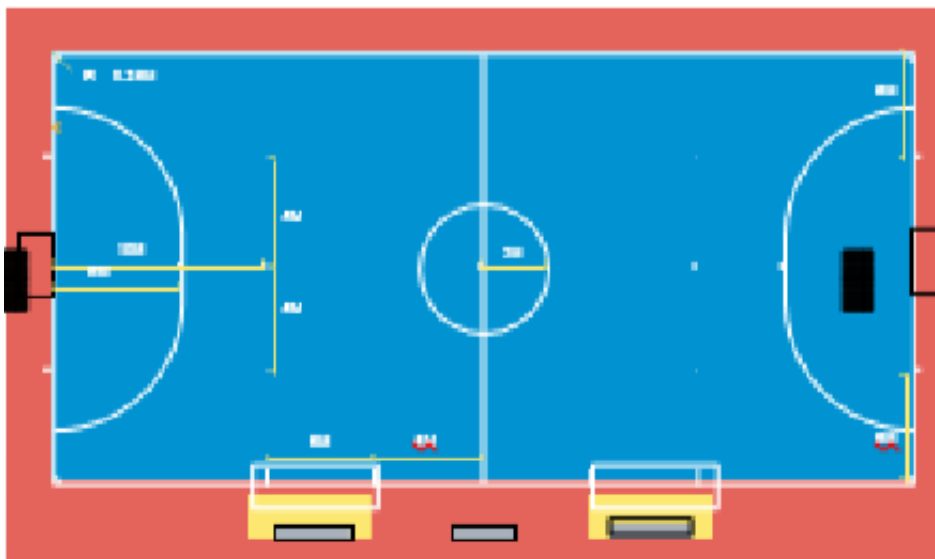


## Appendix 24: GFA Futsal Pitch Marking Guidelines



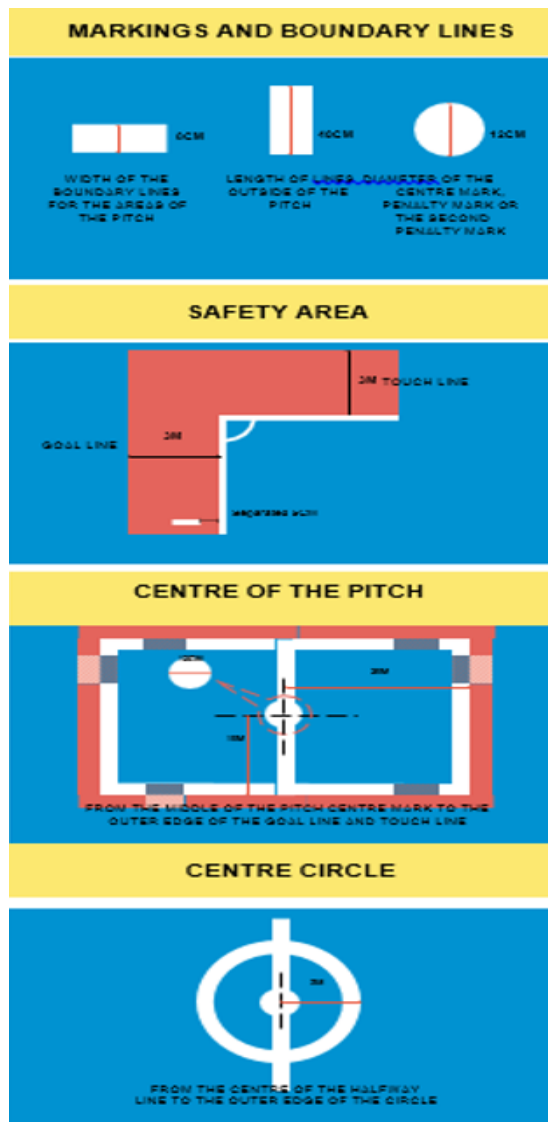
### Dimensions

- The pitch size does not need to be 40m x 20m must be within the size allowed in the Laws of the Game.
- The pitch surface should be flat, smooth and non-abrasive preferably made of wood or artificial material
- All lines must be 8 cm wide.



## Pitch Markings

- The pitch is rectangular and marked with lines. The lines act as boundaries and therefore have to be clearly distinguishable from the color of the pitch.
- The two longer lines are what we call touch lines, and the two shorter lines are called goal lines. The pitch is divided into two halves by a halfway line, which joins the midpoints of the two touch lines.
- The center mark is circle with a 3m radius marked around it, it is positioned in the middle of the halfway line.
- A marking must be drawn on the pitch, 5m from the corner arc and at right angles to the goal lines. This is to make sure that defending players retreat this distance when a corner kick is being taken. The width of this mark is 8cm.
- Two additional marks, each at a distance of 5m to the left and the right of the second penalty mark, must be made on the pitch to indicate the minimum distance to be retreated when a kick is being taken from the second penalty mark. The width of this mark is 8cm.





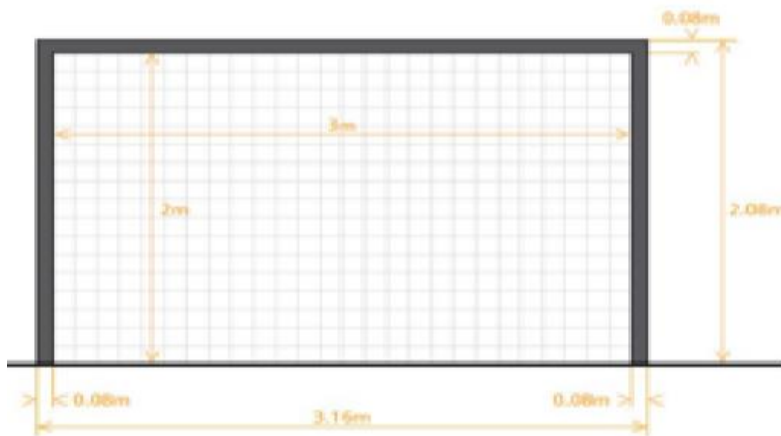
## The Second Penalty Mark

- A second mark is made 10m from the midpoint between the goalposts and equidistant to them.



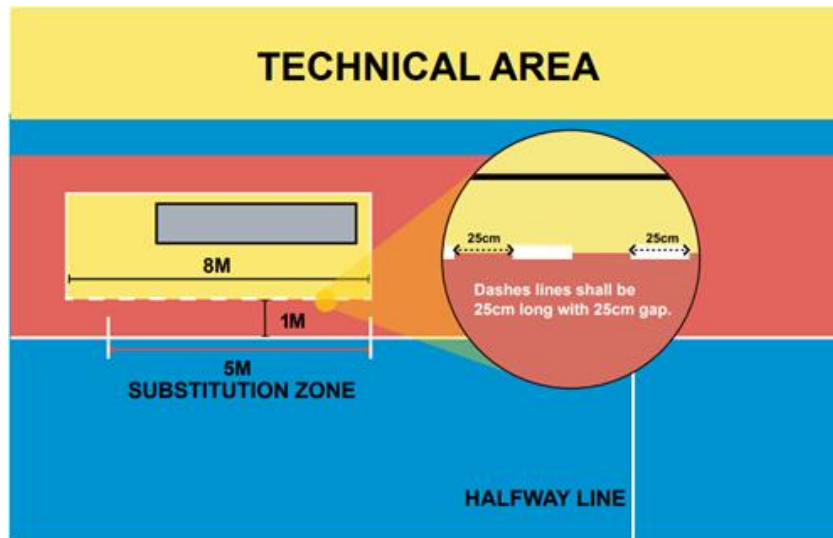
## The Corner Arc

- A quarter circle with a radius of 25cm from each corner is drawn inside the pitch.



## Goals

- A goal must be placed on the center of each goal line.
- It consists of two upright posts equidistant from the corner and joined at the top by a horizontal crossbar. The goalposts and crossbar must be made of wood, metal or other approved material. They must be square, rectangular, round or oval in shape and must not be dangerous to players.
- Goals height = 2m (6.56ft) and width = 3 (3.28 yds.)
- The distance (inside measurement) between the posts is 3m and the distance from the lower edge of the crossbar to the ground is 2m.
- Both goalposts and the crossbar have the same width and depth, 8cm.
- They must be properly supported and must not interfere with the goalkeeper.
- The goalposts and crossbars must be a different color to the pitch, and the goals must have a Stabilizing system that prevents them from overturning.



### The Substitution Zones

- The substitution zones are the areas on the touch line in front of the team benches.
- They are situated in front of the technical area and are 5m in length. They are marked at each end with a line 80cm in length – 40cm of which is drawn on the pitch and 40cm off the pitch, and 8cm wide.
- The area in front of the time keeper's table 5m to either side of the halfway line kept clear.
- A team's substitution zone is situated in the half of the pitch defended by side team and changes in the second half of the match and periods of extra time, if any.

### Warm-up Areas

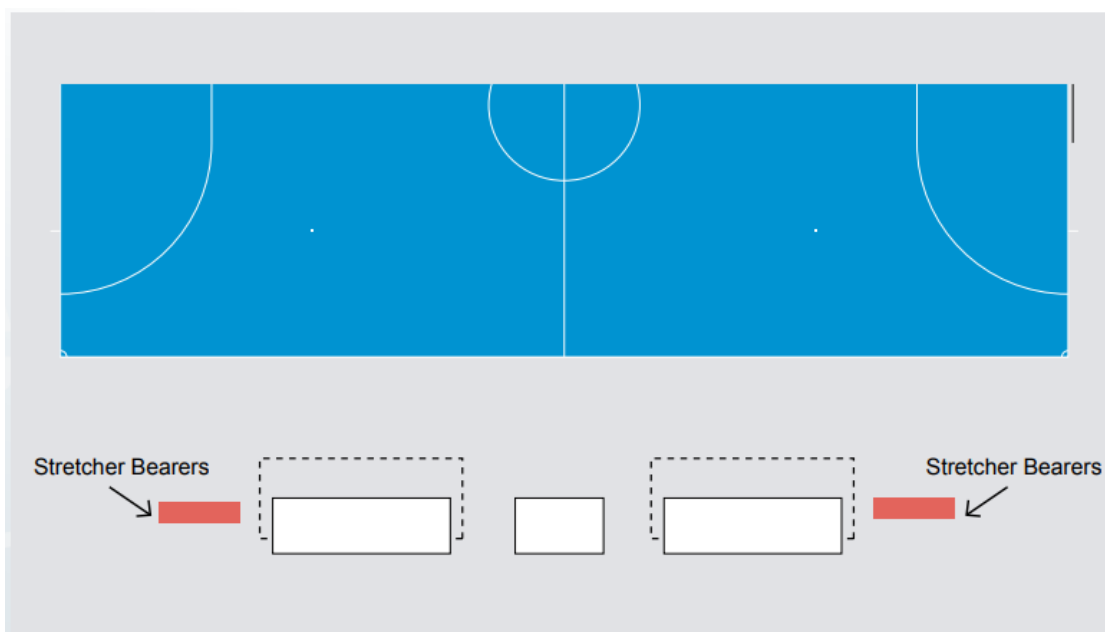
- It is recommended that the warm-up area space is 2m wide x 8m long, following the length of the Team Bench.
- The surface of the warm-up area shall be similar to the playing surface which is preferably wood or artificial material.

- **Maximum 5 players per team at any time (including goalkeeper), without ball**
- **Maximum 1 official per team**



## Stretchers' Position

- The LOC shall prepare at least 2 set of 4 stretcher bearers for the match.
- Stretcher bearers must be above 18 years old, in good physical condition and trained in carrying and transferring of injured player.
- Both set of stretcher bearers shall be located 1 meter away from both the Technical Areas (as shown below).
- They shall be on the same line as the team benches and timekeeper's table



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