

# **Operations Manual**

#### **INDEX**

- 1. Introduction
  - 1.1. Site Permits and Insurance
- 2. Stadium Capacity and Area
- 3. Playing Area
  - 3.1. Field of Play
  - 3.2. Sand, Drainage and Cleaning System
  - 3.3. Technical Area
  - 3.4. Advertising Boards
  - 3.5. Photographers' Position
- 4. Stadium Structure
  - 4.1. Grandstands
  - 4.2. Disabled Spectators' Area
  - 4.3. VIP Tribune
  - 4.4. Others
- 5. Technical Requirements
  - 5.1. Lighting
  - 5.2. Audio
  - 5.3. Giant Screen
  - 5.4. Scoreboard
  - 5.5. Power
  - 5.6. Internet
- 6. Facilities/Operational Areas
  - 6.1. Changing Rooms
  - 6.2. Players' Tunnel
  - 6.3. Medical Tent
  - 6.4. Working Offices
  - 6.5. Storage Room
  - 6.6. Media Facilities
  - 6.7. Entertainment Box
  - 6.8. Restrooms
  - 6.9. Warm-up Pitch
  - 6.10. Players' Seating Area
  - 6.11. Watering
- 7. Site Plan
  - 7.1. Site Flow and Accesses
  - 7.2. Accreditation Plan
  - 7.3. Security
- 8. TV
  - 8.1. Camera Plan
  - 8.2. TV Camera Towers and Platforms
  - 8.3. TV Commentary Box
  - 8.4. TV Compound
- 9. Stadium Decoration
  - 9.1. Outside
  - 9.2. Inside
- 10. Awards Ceremony
- 11. Proposed Suppliers
  - 11.1. Stadium
  - 11.2. Sand
  - 11.3. Goalposts, Lines and Flags
  - 11.4. Scoreboard
- 12. Checklist

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

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

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

#### **5.2.** Audio

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

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

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

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



5.3. Giant Screen (location and dimensions)

## 5.3. Giant Screen

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

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

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

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

#### 5.4. Scoreboard

The stadium will have 2 scoreboards with a clock included (up to a hundredth of second).

The clock should have a countdown system from 12:00 min to 0:00 and the possibility to stop whenever necessary. A countdown from 3:00 min to 0:00 is also needed for the breaks and extra time. It is also necessary to indicate the period.

Each scoreboard will be installed in a corner, one opposite to the other to ensure visibility from 360°.

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

## **5.5.** Power

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

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

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

## 5.6. Internet

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

The working line specifications are:

- Dedicated for staff or people working in the event organization
- Wireless access for at least 100 devices simultaneously
- 10 fiber cables at the offices
- 15MB for download (minimum)
- 15MB upload (minimum)

The media department requires a dedicated line as well. Provided the large size of the pictures they work with, the specifications for the media internet line should be:

· Dedicated for media