

BOOK N° 2 – ACCREDITATION PROCESS

FIG MEDIA RULES 2012 – ACCREDITATION PROCESS

REGLEMENT MEDIA FIG 2012 – PROCEDURE D'ACCREDITATION

2. ACREDITATION

1. Principles

Accreditation means possessing of an Identity Card issued by the LOC and approved by the FIG, which allows the holder free access to all or parts of installations reserved for on-site media, as well as the right to access facilities and services offered by the LOC in the City hosting a FIG event.

2. Registration

The registration process starts 1 year prior the event.

Each request for accreditation **must** be registered on the media section of the FIG website and must receive approval from the FIG.



<http://www.fedintgym.com/mediamanager/>

Each applicant creates his / her proper account (**login**), fills in the form and selects one or more competitions of the proposed FIG calendar.

Prior selecting the event the applicant wants to register for, he /she must upload his/her photo – portrait.

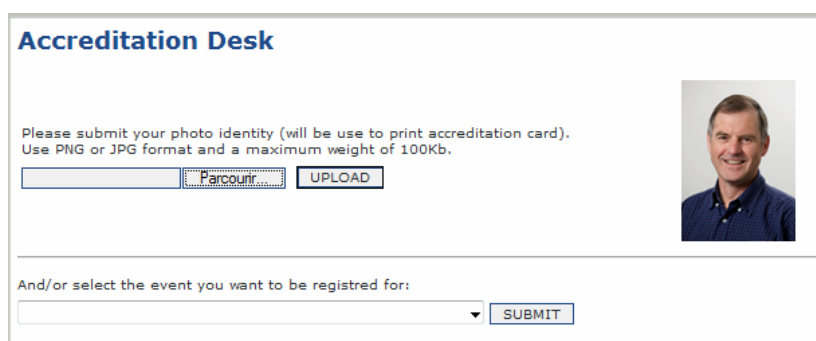


FIG MEDIA RULES 2012 – ACCREDITATION PROCESS REGLEMENT MEDIA FIG 2012 – PROCEDURE D'ACCREDITATION

Selection of the event:

The screenshot shows the 'Accreditation Desk' interface. At the top, it asks for a photo identity (PNG or JPG, max 100Kb) with 'Parcourir...' and 'UPLOAD' buttons. A photo of a man is shown on the right. Below, there's a dropdown for event selection and a 'SUBMIT' button. The selected event is 'BUCAREST - 27th Aerobic European Championships 2011' with a deadline of 'October 26, 2011'. A message states: 'You are not registered for this event. Please fill in the form now.' The form is divided into sections: 'Main Press Center' with fields for 'Internet connection*' (WiFi dropdown), 'Locker' (Yes/No radio buttons), and 'Working Place' (Yes/No radio buttons); 'Media Grandstand' with 'Working Position' (Seat only dropdown); 'Travel Information' with 'Assistance for accomodation' (No dropdown), 'Date of Arrival' and 'Date of Departure' (date pickers), and 'Visa' (Yes/No radio buttons); and 'National Federation ONLY' with 'Contact person supporting my application' (text input). A red notice at the bottom states: 'For National Federations, a letter of confirmation from the President of his/her Federation is required. This document must be send by fax (FIG +41 21 321 55 19 | UEG +41 21 613 73 31)'. A footer note says: '* = subjected to be charged | ** = priority given to int. agency, main titles (then first come first serve)'. 'SUBMIT' and 'CANCEL' buttons are at the bottom.

The applicant can anytime access his / her account to update his / her profile, or to register (or remove) for another competition.

The exchange of data between the LOC and the FIG during the registration process must be tested prior the registration of the first media.

On a timely base, the FIG

- confirms to the applicants the validity of the accreditation,
- investigates the validity of the application,
- rejects the application.

Here below, the automatic messages generated by the system and sent to each applicant:

FIG MEDIA RULES 2012 – ACCREDITATION PROCESS REGLEMENT MEDIA FIG 2012 – PROCEDURE D'ACCREDITATION

3. Staff registration


Broadcasters, agencies, newspapers may ask for various registrations. The system offers to the Head of each crew / delegation the possibility to create only one account and to add various additional names.

How?

- Create an account and register for an event.
- **The FIG must first confirm and will send an automatic message (see below).**
- The Head of crew / delegation login and select the event.
- Add staff members here.

Accreditation Desk

Please submit your photo identity (will be used to print accreditation card).
Use PNG or JPG format and a maximum weight of 1000kb.



And/or select the event you want to be registered for:

BUCAREST - 27th Aerobic European Championships 2011
Deadline : October 20, 2011
You are already registered for this event. You can modify your entry if you want.

Main Press Center

Internet connection* :

Locker : Yes No

Working Place : Yes No

Media Grandstand

Working Position :

Travel Information

Assistance for accommodation :

Date of Arrival (yyyy-mm-dd) :

Date of Departure (yyyy-mm-dd) :

Via (letter of invitation needed) : Yes No

National Federation ONLY

Contact person supporting my application :

For National Federations, a letter of confirmation from the President of your Federation is required. This document must be sent by fax (FIG +41 21 321 55 19 | UEG ☎ +41 21 613 73 16).

FIG MEDIA RULES 2012 – ACCREDITATION PROCESS

REGLEMENT MEDIA FIG 2012 – PROCEDURE D'ACCREDITATION

To register Staff members :

Staff Accreditation

[Back](#)

BUCAREST - 27th Aerobic European Championships

Add a new staff
All fields are required and all information must be given in English.

	Family Name	First Name	Nationality	Position
1 :	<input type="text"/>	<input type="text"/>	SUI <input type="text"/>	RT-B <input type="text"/>
2 :	<input type="text"/>	<input type="text"/>	SUI <input type="text"/>	RT-B <input type="text"/>
3 :	<input type="text"/>	<input type="text"/>	SUI <input type="text"/>	RT-B <input type="text"/>
4 :	<input type="text"/>	<input type="text"/>	SUI <input type="text"/>	RT-B <input type="text"/>
5 :	<input type="text"/>	<input type="text"/>	SUI <input type="text"/>	RT-B <input type="text"/>
6 :	<input type="text"/>	<input type="text"/>	SUI <input type="text"/>	RT-B <input type="text"/>
7 :	<input type="text"/>	<input type="text"/>	SUI <input type="text"/>	RT-B <input type="text"/>
8 :	<input type="text"/>	<input type="text"/>	SUI <input type="text"/>	RT-B <input type="text"/>
9 :	<input type="text"/>	<input type="text"/>	SUI <input type="text"/>	RT-B <input type="text"/>
10 :	<input type="text"/>	<input type="text"/>	SUI <input type="text"/>	RT-B <input type="text"/>
11 :	<input type="text"/>	<input type="text"/>	SUI <input type="text"/>	RT-B <input type="text"/>
12 :	<input type="text"/>	<input type="text"/>	SUI <input type="text"/>	RT-B <input type="text"/>
13 :	<input type="text"/>	<input type="text"/>	SUI <input type="text"/>	RT-B <input type="text"/>
14 :	<input type="text"/>	<input type="text"/>	SUI <input type="text"/>	RT-B <input type="text"/>
15 :	<input type="text"/>	<input type="text"/>	SUI <input type="text"/>	RT-B <input type="text"/>

4. Automatic answerback messages

ACCOUNT CREATED

From: webmaster@fig-gymnastics.org

Subject: Gymnastics media accreditation account - NAME

RECEIPT

Dear Madam, Dear Sir,

Congratulations, you have successfully created your media accreditation account for gymnastics events at <http://www.fedintgym.com/mediamanager/>

To request media accreditation for a specific event please login with your access data.

Username : ***your e-mail address***

Password : ***xxxxxxxxxx***

Thank you and best regards,

FIG Press Operations

FIG MEDIA RULES 2012 – ACCREDITATION PROCESS
REGLEMENT MEDIA FIG 2012 – PROCEDURE D'ACCREDITATION

REQUEST RECEIVED

From: webmaster@fig-gymnastics.org

Subject: LOCATION - Media accreditation pending - NAME

RECEIPT

Dear Madam, Dear Sir,

We have received your request for media accreditation. Thank you.

Your application will now be checked and finalised. A confirmation message will be sent to you as soon as possible.

Thank you for your patience!

FIG Press operations

INVESTIGATED

From: webmaster@fig-gymnastics.org

Subject: LOCATION - Media accreditation investigated - NAME

RECEIPT

Dear Madam, Dear Sir,

In reference to the media accreditation request you submitted to our Media Operations Dpt, please note that in order to accept requests for media accreditation either a professional national press card or an AIPS press card is required.

Since you do not hold a press card, **please send a letter of support signed by your editor via email after which a decision will be taken.**

- For FIG event : mediafig@fig-gymnastics.org
- For UEG event : presse@ueg.org

Thank you for your understanding.

FIG Press Operations

REJECTED

From: webmaster@fig-gymnastics.org

Subject: LOCATION - Media accreditation rejected - NAME

RECEIPT

Dear Madam, Dear Sir,

In reference to the media accreditation request you submitted to our Media Operations Dpt, we regret to inform you that **your application has been rejected.**

The information you provided does not meet the requirements outlined in the applicable rules.

Thank you for your understanding.

FIG Press Operations

FIG MEDIA RULES 2012 – ACCREDITATION PROCESS
REGLEMENT MEDIA FIG 2012 – PROCEDURE D'ACCREDITATION

ACCEPTED

From: webmaster@fig-gymnastics.org

Subject: LOCATION - Media accreditation accepted - NAME

RECEIPT

Dear Madam, Dear Sir,

In reference to the media accreditation request you submitted to our Media Operations Dpt, we hereby confirm that **your application has been accepted.**

The information you provided meets the requirements outlined in the applicable rules.

In the event that you need to modify your information, please login to <http://www.fedintgym.com/mediamanager> and make the necessary changes online at your earliest convenience.

We look forward to welcoming you to the event.

FIG Press Operations

5. Categorization

The FIG uses IOC recognised abbreviations, colour and zones access, currently in force at most significant sports events the world over. Journalists will acknowledge eligibility with an universal identification structure and access.

Press

ES	Journalist	Written Press - News Agencies (WNPA) – Radios
ESF	Journalist	Editor from a FIG National Federation
EP	Photographer	Photographers
EPF	Photographer	Photographer from a FIG National Federation
EE	Web Editors	Web Editors / Photographers feeding recognized websites / blogs
ENR	Television	Broadcaster / Network / Web Video Non Right Holders

Television

HB	Host broadcaster	
HB-A	Director	HB Directors
HB-B	Producer Commentator	HB Producers - HB commentators
HB-C	Cameraman Technician	HB Cameramen - Technicians and assistants
RT	FIG Broadcasting Right Holders	
RT-A-B-C	as per HB	

6. Accreditation delivery

Welcome of the press and delivery of the credentials must be operated in a separate desk / office. Ideally, this desk must be located next door to the MPC and FIG Media Office.

7. Media & Broadcaster declarations

On the arrival on site, the media representatives must approve and sign the terms of the *FIG Media Declaration* corresponding to the following categories: ES – ESF – EE - EP – EPF and the Broadcaster Declaration for the category: RT – ENR.

Since the FIG introduced the EE category, in 2012, the applicants will be requested to fill in and sign the *Online Media Profiles – Website Questionnaire*.

Anyone who refuses to sign the text of the declaration will be refused accreditation for the event.

Anyone who signs the document, but later breaks the agreement, will have accreditation refused for future FIG events and this breach will be announced to the AIPS and to the IOC and SportAccord Media Commissions.

These 4 documents are attached in the Appendix section.

8. Late registration

In exceptional cases, journalists can be registered on site manually. Each applicant must complete the FIG form "*Late Accreditation Form*".

Each late request for credential must be approved on site by:

- The FIG Press Operations Officer for ES – EP and EE,
- The FIG TV Operations Officer for RT and ENR.

An example of a *Late Accreditation Form* is attached in the Appendix section.

9. ID card

The ID card (credential – accreditation - pass) issued by the LOC must clearly show the following information, as per the "*FIG Rules for Accreditation*" document:

- PRESS COLOR CATEGORY = YELLOW
- PICTURE (portrait)
- NAME and FIRST NAME of the holder
- POSITION :
 - For ES: Journalist
 - For EP: Photographer or Technician
 - For EE: Webmaster
 - For HB and RT:
 - A = Director
 - B = Producer or Commentator
 - C = Consultant or Cameraman or Technician
- TITLE (name of agency – newspaper – network – website - ...)
- COUNTRY Code (of the media)
- CATEGORY of media, as per 4.a and 4.b
- ZONES access, as per the attached chart of the FIG Accreditation Rules

FIG MEDIA RULES 2012 – ACCREDITATION PROCESS REGLEMENT MEDIA FIG 2012 – PROCEDURE D'ACCREDITATION

10. Status of the applications

The LOC Media Officer can any time check the status of the applications in order to pay attention to the number of journalists and photographers accepted, to the number of lockers, tables, power plugs, internet connections, seats ordered by the media.

Example

MEDIA ACCREDITATION

Event (mandatory)

Category

Family name

TOKYO - 43rd Artistic Gymnastics World Championships 2011

[[Summary](#) | [Printable version](#)]

Cat.	Name	Country	Press Card	Title
EE	ADAMETZ Svenja	GER	GER OK	GER Fed DTB Live-Ticker
EE	BAO Xiaozhe	CHN	FIG OK	Tencent Website
EE	BROKKEN Juliet	NED	FIG OK	GymPower Gymsporntnieuwssite
EE	FLEURY Murielle	SUI	UEG/FIG OK	SUI Fed
RTC	LOUGHLIN Matthew	GBR	FIG OK	BBC
RTC	NARUSE Tomokazu	GER	FIG OK	ARD
RTC	ZHAO Dan (with staff)	CHN		China Central Television

Summary

Total of wired connections (MPC)	64
Total of wireless connections (MPC)	338
Total of lockers (MPC)	175
Total of working places (MPC)	406
Total of full positions with table+power+internet (GS)	185
Total of seats only (GS)	210
Total of RT-A	7
Total of RT-B	76
Total of RT-C	23
Total of ENR	87
Total of ES	181
Total of EP	140
Total of ET	0
Total of EE	15
Total of ES-F	13
Total of EP-F	7
Total of medias	549

MPC = Main Press Center | GS = Grandstand

Important

It is understood, that according to the media seating capacity of the venue, FIG can reduce the number of accreditations per title.

FIG MEDIA RULES 2012 – ACCREDITATION PROCESS
REGLEMENT MEDIA FIG 2012 – PROCEDURE D'ACCREDITATION

11. Media requirements

Each applicant may ask for assistance to get a letter of invitation for a visa, or for accommodation / hotel.

On the xls sheet, the LOC Media Officer can find those who need assistance for

- Visa – column M
- Accommodation / Hotel – column J

Example:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	GENDER	LASTNAME	FIRSTNAME	COUNTRY	PRESSCARD/AIPSCARD	MEDIA	TITLE	POOL	HOTEL	ARRIVAL	DEPARTURE	VISA	UPDATED	EMAIL
2	Mr	AMJAD AZIZ	Malik	PAK	2 00035/pak	ES	Sunday Sports			1 0000-00-00	0000-00-00	0	06.02.2010	amjadazizmalik@h
3	Mr	AYAZ	Akber	PAK	595 applied	ES	Monthly THE SPORTS WORLDWIDE			0 0000-00-00	0000-00-00	1	08.02.2010	ayazakbar786@gm
4	Mr	BEKNAZAR	Ruben	RUS	5338 RUS05632	ES	Profile, FHM, She, Compania and other			0 0000-00-00	0000-00-00	0	05.02.2010	beknazar@mail.ru
5	Mr	CHIRIKOV	Sergey	RUS	K 021983	EP	European Pressphoto Agency			0 0000-00-00	0000-00-00	0	22.04.2010	chirikov@epa.eu
6	Ms	CHIU	Grace	CAN	0	0 EPF	CAN Fed			1 0000-00-00	0000-00-00	1	03.02.2010	grace@graceclick.i
7	Mr	CIARALLI	David	ITA	70677	0 ESF	ITA Fed			0 0000-00-00	0000-00-00	0	04.02.2010	stampa@federginn
8	Mr	DENISOV	Anton	RUS	0150-06	-	RIA Novosti			0 0000-00-00	0000-00-00	0	08.02.2010	anton.denisov@ma

The figure “1” in a column means “I need assistance”. The figure “0” in a column means “I don’t need assistance”.

It is to the LOC Media Officer to contact the applicant by @.

12. ES & EP Pools

The FIG Press Operations Officer and the LOC Media Officer will create, the day prior the opening of the event, the *Pool lists* designating those journalists or photographers who will be seated on the first row, or be allowed to access the FOP priority photo positions.

The figure “1” will be added in the xls sheet.

13. Confirmation

Two weeks prior the opening of the competition venue, a confirmation / cancellation will be requested by the FIG from all accredited media.

14. The case of the World Gymnaestrada

The World Gymnaestrada differs from other FIG competitions in that its popular content attracts the representatives of local newspapers and has a direct bearing on their number. There are few professional journalists; rather a large majority is local or regional correspondents.

Consequently, our selection criteria must be adapted to these circumstances. A wider access is provided to the press hall to the greatest number of media representatives, whether professional journalists or not.

a. Delegations’ members acting as Media representatives of their delegations.

Since the FIG delivers only one single accreditation, those persons acting as Media representatives of their Federation (ESF) will receive a Press upgrade named “Media”, delivered on site, by the FIG Press Operations Officer.

This upgrade card will allow accessing the Media facilities on site, except the opening and closing ceremonies.

FIG MEDIA RULES 2012 – ACCREDITATION PROCESS
REGLEMENT MEDIA FIG 2012 – PROCEDURE D'ACCREDITATION

Example:



Update on Tuesday, 15 November 2011.