

ACCREDITATION PLAN TEMPLATE

European Athletics EVENT

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1. Accreditation concept
   1. Organisation
      1. Accreditation

Below is the organisational structure and contact details (email and phone number of the managers and/or coordinators).

* + 1. Other related departments

Below are the contact details (name, role and email) for key areas linked to accreditation (security, signage, venue management, volunteer coordinator).

* + 1. Accreditation volunteers

Below are the total number of volunteers, their working terms, shifts as well as the scheduled trainings regarding accreditation.

* 1. Activation

Below are the dates from/to which the event pass will be activated as well as the dates when the set-up pass is available.

* 1. Accreditation zones

Below are the zones, and what they refer, and symbols used for the event.

* 1. Accreditation request and approval process
     1. Registration invitation process

Below are the categories the LOC is in charge of regarding opening of registration. Accreditation process with dates, process and mean of communications are detailed.

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Date | Way of registration | Way of information |
| **European Athletics Officiating Persons** |  |  |  |
| **Press (national)** |  |  |  |
| **Host Broadcasters** |  |  |  |

* + 1. Late requests

Below is detailed the on-site late request process.

* + 1. Approval process

Below are the persons responsible for approving each group of people’s accreditations:

|  |  |  |  |
| --- | --- | --- | --- |
| **Categories** | | **Responsible person** | |
| EA Family | | EA |  |
| LOC Family | | LOC |  |
| Competition Official | EA Officiating Persons | EA |  |
| Others | LOC |  |
| Team | | LOC |  |
| Press | *International* | EA |  |
| *National* | LOC |  |
| Host Broadcaster | | LOC |  |
| International Broadcaster | | EA |  |
| Services | EA Service Partner | EA |  |
| Others | LOC |  |
| Volunteer | | LOC |  |
| Young Leader Forum | | EA |  |

* 1. Loss of Accreditation Card and Replacement

Below are the full details for the process in case of loss accreditation and in Appendix the form used for the event.

1. Event Pass
   1. Photos & Holograms
      1. Photo

Will you have photos on your Event Pass? YES / NO

* + 1. Hologram

Below is the hologram used for the event, if any.

* 1. Global design
     1. Front side

In case the LOC is designing the accreditation layout, below is a mockup of the front side.

* + 1. Back side

In case the LOC is designing the accreditation layout, below is a mockup of the back side.

1. Special Passes
   1. Event-related special passes

Below are the special passes used for this event with their specificities:

* + 1. Day Pass (for ECH)
* Pass with name and photo
* Valid for (a) specific day(s) and for specific zone(s) – to be shown on the pass
* Pass to be issued for one to three days
* Pass handled exclusively by European Athletics & LOC staff members
  + 1. Escort Pass
* Pass with no name/no photo/no zone and having a specific colour
* Pass handled exclusively by European Athletics & LOC staff members
* A person having an escort pass must be accompanied at all times by an accredited person and can only have access to the zones that are included on the accreditation of the main person
* Escort pass can only be given for a very limited period of time to non-accredited or accredited persons
* Cannot be used to enter the competition venue
  + 1. All Access Pass
* Pass with no name/no photo/but all zones
* Issued in a very limited number and to be handled exclusively by European Athletics and LOC staff members
* Temporary pass that should be returned to its owner by the end of the sessions/day
* Cannot be used to enter the competition venue
  + 1. Upgrade Pass
* Pass with no name/no photo
* Valid only for ALREADY accredited people
* Pass valid for specific zone(s) and for the whole duration of the Championships
  + 1. Set-up Pass
* Pass valid before the activation of the zones to access the competition venue for set up
* This pass is not valid during the activation period/competition days
  + 1. Victory Ceremony Pass
* Pass with no name/no photo
* Pass valid to access the Victory Ceremony preparation room for the presenter, medallist, and volunteers working there
  + 1. President Office Pass
* Pass with no name/no photo
* Pass valid to access the President office in case there is a dedicated room for that purpose at the venue
  1. Competition-related special passes

The following passes can be issued and used during any event.

None of the passes have name, photo, or any personal information about the person using it.

* + 1. Combined Events Resting Area

Team Officials having an athlete competing in the heptathlon/pentathlon or decathlon/heptathlon will be given access to the combined events resting area. Such passes will be distributed through the TIC the day before each event starts. The pass will be valid for both competition days.

* + 1. Refreshment Area

Team Officials having an athlete competing in a road event can access the refreshment areas. The type of competition and date should be displayed on it. Cards will have a different colour for each day.

* + 1. Doping Control

This pass is to allow athlete and their accompanying person to enter the control doping area in case they have to go under doping control.

* + 1. Medical

This pass is to allow athlete and the Team doctor to access the medical area dedicated to teams in case of needs.

* + 1. Coaching Zone

Access to such zones will be managed either through a Coaching Zone Pass or through numbered seat tickets.

* + 1. Team Mixed Zone

This pass is used when a team member needs access to the mixed zone to accompany their athlete.

In case the LOC is designing the accreditation layout, the special passes front side mockup should be provided as Appendix.

1. Supplementary Access Control Devices (SACD)
   1. Media SACD usage

Below are the details on how media representatives access each area.

* + 1. Warm-Up Area
* Type: Armband plus cam sticker HB
* For: Access to Warm-Up Area for Host Broadcaster
* Type: Armband ENG plus cam sticker RH
* For: Access to ENG platforms for rights holder broadcasters
  + 1. Live Camera Platform (except Infield)
* For: Access to HB Live Camera Platforms and RH Live Camera Platforms
* Type: Armband plus camera sticker
  + 1. ENG Platform
* For: Access to ENG platforms
* Type: Armband plus sticker RH
  + 1. Infield
* For: Access to infield camera positions
* Type: Bib HB plus cam sticker HB
* Type: Bib Photographers
  + 1. Live TV and Radio Mixed Zone
* For: Access to Live TV and Radio Mixed Zone
* Type: Armband plus cam sticker HB
* Type: Armband plus cam sticker RH
  + 1. Tape Radio and News Access MZ
* For: Access to News Access MZ
* Type: Specific cam sticker (strikethrough)
  + 1. TV Studio/ Announcer Positions

Access through accreditation only, upgrade passes to allow access to TV Studios for guests (5 per broadcaster having a studio/announcer platform).

* + 1. Mixed zone access

Below the accesses to the different relevant zones related to this event:

|  |  |  |  |
| --- | --- | --- | --- |
| **Zone** | **Population** | **Sizing** | **Access** |
| **1 –** TV dedicated |  |  |  |
| **2 –** Dedicated radio |  |  |  |
| **3 –** ENG |  |  |  |
| **4 –** Tape radio and news access |  |  |  |
| **5 –** Press |  |  |  |
| **6 –** Digital media |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Zone** | **Population** | **Card identification** | **SAD** | **Camera identification** |
| **1 –** TV dedicated |  |  |  |  |
| **2 –** Dedicated radio |  |  |  |  |
| **3 –** ENG |  |  |  |  |
| **4 –** Tape radio |  |  |  |  |
| **5 –** News Access Rights |  |  |  |  |
| **6 –** Press |  |  |  |  |
| **7 –** Digital media |  |  |  |  |

* 1. VIP SACDs

Below are the details to access the European Athletics Club and VIP tribune in terms of SACDs.

* 1. Other SACDs

Details on other SACDs are below.

1. Accreditation Centres overview
   1. Types

Below are the different accreditation centres planned on being used for your event.

|  |  |  |
| --- | --- | --- |
|  | Accreditation Centre production and collection points | Accreditation collection point |
| MAC |  |  |
| TAC |  |  |
| VIPAC |  |  |

* 1. Services

Below are where each group of participants will pick up their accreditation.

|  |  |  |  |
| --- | --- | --- | --- |
|  | MAC | TAC | VIPAC |
| European Athletics Family |  |  |  |
| LOC Family |  |  |  |
| Competition Official |  |  |  |
| Team |  |  |  |
| Press |  |  |  |
| Host Broadcaster |  |  |  |
| International Broadcaster |  |  |  |
| Service |  |  |  |
| Volunteer |  |  |  |
| Young Leader (for ECH) |  |  |  |

* 1. Staff

Below are details on staff at each accreditation centre.

* 1. Opening/Closing hours

Below are the opening and closing hours for each each accreditation centre during the entire period of time.

* 1. Equipment requirements

Below is the detailed equipment (type and quantity) for each accreditation centre.

* 1. Production area

Below are details on when and where will be prepared the accreditation and other information to pick up at each accreditation centre.

* 1. Layout of the Accreditation Centre

Below are the detailed layouts for each accreditation centre.

1. Accreditation & Document preparation
   1. Pass production

Below is the exact plan on what group to print when.

* 1. Pass preparation

Below are details on how each group will be prepared, sorted, and ready to be handed out.

* 1. Team’s package preparation

Below are the different elements to be included in each team’s package.

* 1. Bibs preparation

Below are details on when and where will be printed the Bibs.

* 1. Lists to print

Below are the different lists printed to repaper the accreditation process.

* 1. Forms to print

Below are details on forms that will be printed and handed out at each accreditation centre. In addition in Appendix are the different templates.

* 1. VIPs’ package preparation

Below are the details on when and who will provide the different elements that go into the VIPS’ packages.

1. Accreditation operations pick-up process
   1. VIPs & European Athletics Officials (VIPAC)

Below is the process you plan on having at your accreditation centre.

* 1. Media: Press & International Broadcasters (MAC)

Below is the process you plan on having at your accreditation centre.

\*This process could be done at the Media Centre; to be coordinated with the Media department.

\*\*Only for Media representatives who have booked an official hotel

* 1. European Athletics Service Partners

Below is the process you plan on having at your accreditation centre.

* 1. Teams (TAC)

Below is the process you plan on having at your accreditation centre.

\*only for age-group events to make sure the athletes were born within the period to compete in the right age category

\*\*for the content of the Team Leaders package, please refer to the Competition forms & Info for teams (competition) document and the event Special Passes chart

1. Accreditation materials
   1. Accreditation paper

Below are the details about quantity, brand and provider for the accreditation paper.

* 1. Lamination plastic pouches

Below are the details about quantity, brand and provider for the plastic pouches.

* 1. Lanyards

Below are the details about quantity for the lanyards.

* 1. Holograms

Below are the details about quantity for the holograms (if any).

* 1. Delivery

Below are the details about the delivery address, contact person and entity, as well as the VAT number (in case needed for the customs).

Expected delivery deadline for each type of material needs also to be specified to anticipate with the providers.

1. Competition venue map with flows, zones, and facilities
   1. Flows map

Below are the different flow maps for each group of participants.

* 1. Zoning map

Below is the competition venue with the different zones and the control check points.

* 1. Zoning signage

Below are the access boards/zoning signage used for the event.

1. Risk assessment
   1. Readiness process
   2. Examples of unexpected situations to solve

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of risk** | **Impact**  **(1-low,**  **4-high)** | **Probability (1-low,**  **4-high)** | **Preventive actions taken** | **Actions to be taken during occurrence** |
| Participant of the event cannot be found in the accreditation list nor in the system |  |  |  |  |
| Mistake noticed upon participant arrival in the accreditation pass (name, flag, picture, category, etc.) |  |  |  |  |
| Running out of plastic pouches |  |  |  |  |
| Running out of accreditation paper |  |  |  |  |
| Running out of lanyards |  |  |  |  |
| A printed accreditation is missing in the accreditation passes |  |  |  |  |
| A person is using a credential from another person and tries to access a Media area |  |  |  |  |
| A person is trying to access an area they are not allowed to but claim they are a Member Federation President and are allowed to |  |  |  |  |
| A lot of people arrived unexpectedly at the same time at the MAC and there is now a large queue and a long wait. People start complaining. |  |  |  |  |
| Missing accreditation control form |  |  |  |  |

Appendix 1