

# Accreditation Guidelines



# Table of contents

i. Overview.....	4
ii. Rights.....	4
iii. Glossary.....	5
iv. Timeline.....	7
v. Accreditation policies.....	7
SECTION 1: ACCREDITATION CARD.....	8
1.1 Establishing identity.....	8
1.2 Organising Committee.....	8
1.3 Card format.....	8
1.4 Languages on the card.....	8
1.5 Card design.....	8
1.6 Pre-printed elements of the card.....	9
1.7 Example of an accreditation card.....	10
SECTION 2: ACCREDITATION PROCESS.....	10
2.1 Overview.....	10
2.2 Accreditation production process.....	11
2.3 On-site registration process.....	11
2.4 On-site estimated production time.....	12
2.5 Disputes.....	12
2.6 Procedures - stolen or lost accreditation card.....	12
2.7 Provision for the production of additional accreditation cards.....	12
2.8 Additional access control methods.....	13
SECTION 3: ACCREDITATION FUNCTION ON SDP.....	13
3.1 Overview.....	13
3.2 Data collected in SDP for personnel saved in the system.....	13
3.3 Information displayed in the accreditation section of SDP.....	13
3.4 Information required for temporary records in SDP.....	14
3.5 Deadline.....	14
SECTION 4: ACCREDITATION FACILITIES.....	14
4.1 Venue accreditation centre.....	14
4.2 Users.....	15
4.3 Airport or hotel accreditation desk.....	15

4.4 Staff and opening hours .....	15
SECTION 5: ACCESS CONTROL.....	16
5.1 Overview.....	16
5.2 Pictograms .....	16
5.3 Barcode .....	16
5.4 Holograms or additional security stickers .....	16
5.5 Points of access.....	17
5.6 Accreditation plan .....	17
5.7 Collectives and colours.....	19
5.8 Matching work/role with accreditation access .....	19
Appendix 1: ACCREDITATION MATRIX.....	20
Appendix 2: GENERIC ACCREDITATION VENUE LAYOUT DIAGRAM.....	21

## ICF Accreditation Guidelines

### i. Overview

For the ICF, accreditation is the process of registering, producing and distributing the accreditation cards that permit the holder access rights and privileges to World Championships and World Cups.

The purpose of accreditation is to recognise a person's identity and role at an ICF event and give them access to perform their function. An accreditation should not be viewed as a privilege but as a working tool in ICF event context.

It ensures that only eligible and qualified individuals are entitled to participate or perform a task during an ICF event.

Accreditation is also a means of providing security at the event and for the participants by limiting access and keeping unauthorized people out of competition zones and other sensitive areas.

### ii. Rights

The ICF, through the Organising Committee, grants the right to an accreditation card to all people who have a recognised official function to perform at an ICF event.

The ICF can at any time deny a person the possibility of attaining accreditation for ICF events and can remove an accreditation should they not comply with ICF Statutes or the moral code of the sport.

The ICF has created an integrated online system called Sports Data Platform (SDP) that includes an accreditation platform. In addition to the provision of detailed user guides, the ICF provides access, support and advice to organising committee personnel utilising the system.

It is the duty of the Organising Committee to manage the integrated system once the initial set up is complete, to produce and distribute the cards according to the guidelines set forth in this guide.

The accreditation matrix presented in *Appendix 1* of this guide includes a detailed list of all functions and their respective venue access. The information detailed in this section has been pre-loaded into SDP as the default.

Whilst it is recommended to utilise the provided default matrix, this can be adapted to the particular need of your discipline and venue.

Great care has been taken in the production of the matrix to ensure that it meets the requirements of all disciplines.

### iii. Glossary

**Access Control:** System of accreditation devices and codes that regulate the movement of people into and within a venue.

**Accreditation:** Accreditation is the process of registering, producing and distributing the accreditation cards that permit the holder access rights and privileges to World Championships or World Cups.

**Accreditation Card:** A personalised card granted by the ICF through the OC which confers on its holder the right to attend the World Championships, World Cup or other ICF event. It establishes the identity of the holder, identifies the access rights and other privileges of the card holder.

**Accreditation Centre:** Facility provided by the OC to provide accreditation to its major client groups.

**Application for Accreditation:** This is completed by the National Federation on behalf of the athlete or team personnel through SDP.

**Athletes Waiver:** By virtue of accepting their entry and accreditation, each athlete agrees to abide by the rules of the discipline and sport, and the statutes of the ICF. This agreement is confirmed by the inclusion of the following text on the back of the accreditation card: *The ICF Accreditation Card remains the property of the International Canoe Federation (ICF) for the duration of an event and can be withdrawn at the ICF's discretion. By using this card, I agree to be filmed, televised, photographed and identified during the ICF events.*

**Collective:** Group of personnel. For ICF events these are:

- The International Canoe Federation (ICF)
- The National Federations (NF)
- The Host Organising Committee (OC)
- Broadcasters and Media (MEDIA/BROADCASTER)

**Category:** Group of accredited people based on the similarity of their roles, assigned within a collective.

**Function:** Job title to which the privileges and access entitlements are attached.

**ICF Events:** World Championships, World Cups, designated ICF events and Congresses.

**Numerical Entries:** NFs must provide an estimate of the number of competing athletes in each event for each competition. This will allow the organisers to evaluate the number of participants for planning and scheduling purposes.

**Nominal Entries:** Official entry, where NFs provides the names of selected athletes into an ICF event.

**Pictograms:** The graphic representation of an accreditation privilege.

**Privilege:** A privilege is an entitlement to a particular type of access, seating, transport or catering as determined by and commensurate with the accredee's function.

**Organising Committee:** The organisation responsible for the administrative task to complete all necessary accreditation processes.

**Responsible Organisation:** Group or federation in charge of approving access to the accreditation of personnel for an ICF event. This could be a National Federation, the ICF or the OC.

**Seating Access:** Indicates the relevant reserved seating at the venue for accredited persons.

**SDP:** Sports Data Platform. The database provided by the ICF for the international event calendar, online entries and accreditation production.

**Team Officials:** Persons responsible for the organisation and management of their NF team at an ICF event.

**Zones:** Designated access areas within a venue. For the ICF events these are:

- 1 Officials' Area
- 2 Competition Area
- 3 Team Quarters and Areas
- 4 TV Areas
- 5 Media Areas
- 6 Back of House
- 7 VIP Areas
- 8 Customisable for each Organising Committee
- ∞ Access to all zones listed above



Transport entitlement



Catering entitlement

#### iv. Timeline

This timeline indicates the accreditation and entries activities that stakeholders should follow to ensure efficient function of the accreditation process.

Timeline (prior to the start of competition)	Action	Responsibility
9 months	First bulletin and invitation to NFs to attend the event	OC
Beginning of year	Numerical entry registration opens	SDP
Beginning of year	Nominal entries opens	SDP
Beginning of year	Pre-accreditation application process begins	SDP
Beginning of year	Media application process begins	SDP
3 months	Ensure accreditation paper, printer, laminating pouches etc have been procured / ordered. If ordering pre-printed pages, ensure the accreditation design has already been approved.	OC
3 months	Accreditation plan should be provided to the ICF for approval.	
45 days	Numerical entries close	SDP
1 month	Send accreditation background to ICF for approval	OC
3 weeks	Apply approved background for accreditation passes and test printing of accreditation passes (preferably on system to be used at the venue)	OC
8-15 days (as specified in the discipline rules)	Nominal entries close	SDP
7 days	Start printing accreditation passes	OC
3 days	Pre-accreditation closes (team officials, media etc)	SDP
3-7 days	Opening of accreditation centre and distribution of accreditation cards	OC

#### v. Accreditation policies

- ICF and the Organising Committee shall have the final say in accreditation matters.
- All accreditation access should be given commensurate with the individual's required role.
- Late requests for new accreditation or changes in the access status shall be authorized by the highest ranked ICF staff member on site, regardless of Responsible Organisation.

## SECTION 1: ACCREDITATION CARD

### 1.1 Establishing identity

To collect an accreditation pass, each person must prove their identity with photo identification, which must match the details on the accreditation pass.

### 1.2 Organising Committee

Organising Committees are officially given responsibility by the ICF for the organisation of the event, and conducting identity checks and distributing accreditations on their behalf.

### 1.3 Card format

The ICF accreditation card template is printed in A5 landscape format, with the paper folded in the middle along a vertical line. The information on the right of the A5 paper forms the front of the pass with the photo and access details. The information printed on the left forms the back of the pass. More information on the content is provided in *section 1.6*. Organisers should laminate and hole-punch the accreditation pass, or place it in an appropriately sized waterproof pocket, and provide it to each participant with a lanyard attached.

Alternatively organisers can use waterproof paper which is pre-printed with generic event information on the back of the pass. The front of the pass is then printed from SDP directly onto the accreditation card.

### 1.4 Languages on the card

The automatically generated information on the accreditation pass is only provided in English. Any additional information provided on the accreditation card must be in English and can also be provided in the host country language(s) if desired.

### 1.5 Card design

Event organisers must use the provided psd template for the creation of their accreditation design. The front of the card includes the pre-printed information and the ICF design. There is space at the top of the accreditation for the event logo and event partner logos. On the back of the card, the logos of the ICF gold partners must be included. For further details and provision of logos please consult the ICF Marketing Manager. The back of the card must also contain the athlete waiver text and details of the access privileges.



The remainder of the accreditation pass is available for the creative design of the OC. The OC can use their own branding, sponsors/partners and logos as desired. Other optional items include brief programme, ICF and OC/venue social media hashtags etc.

## 1.6 Pre-printed elements of the card

The key personal and access information is automatically generated by the SDP system and inserted onto the page in specific locations. This can include a barcode if required.

### Section A

This section needs to be created as part of the background by the OC. It should include

- The ICF logo
- The approved, official event logo

### Section B

- The collective with background colour as indicated in *Section 5.7*
- A recent, clear head shot colour photograph of the bearer. The photo is collected on application for an accreditation. If the photograph provided does not clearly identify the accreditee, a suitable photograph must be provided before the accreditation is printed and issued

### Section C

- Pictograms indicating transport and catering permissions

### Section D

- The person's name
- The function
- The Responsible Organisation/Country
  - *The NFs country flag*
  - *The ICF logo*

### Section E

- Bib number (if imported into the accreditation system)
- Barcode (if applied)

### Section F

- Access permissions, according to the accreditation matrix included in *Appendix 1*

## 1.7 Example of an accreditation card

### FRONT SIDE

The diagram shows the front side of an accreditation card with the following elements and labels:

- SECTION A:** Points to the top area of the card.
- SECTION B:** Points to the green bar containing the letters "NF".
- SECTION C:** Points to the icons for a bus and a fork/knife.
- SECTION D:** Points to the text "Person SAMPLE", "Athlete", and the French flag.
- SECTION E:** Points to the text "FRANCE" and "BIB 348".
- SECTION F:** Points to the green bar at the bottom containing the numbers "1 2 3 4 5 6 7 8".

Text on the card includes: Person SAMPLE, Athlete, FRANCE, BIB 348, and a barcode with the alphanumeric string \* . 0 8 2 5 4 8 F R A 1 0 0 0 0 \*.

## SECTION 2: ACCREDITATION PROCESS

### 2.1 Overview

Accreditations are produced directly from SDP with the information entered by NFs, the ICF and media outlets. The OC will also need to enter details for their own broadcast and media providers and the OC personnel including volunteers.

The OC should delegate an Accreditation Team Leader who will ensure there is a continuous link between the OC and the ICF HQ.

The Organising Committee should ensure that their accreditation staff are appropriately trained in the accreditation system, regulations and

process prior to the opening of the accreditation centre. An SDP user guide for the accreditation system is available at <https://www.canoeicf.com/sport-data-platform-online-entries>

## 2.2 Accreditation production process

Below is an indicative process which can be amended to the individual needs of the OC in agreement with the ICF. The timeline detailed in *iv. Timeline* should be adhered to during this process.

- Confirmation of the key contact from the OC, enabling access to SDP and confirming the accreditation matrix to be utilised.
- Opening of the accreditation process in SDP and creation of the media accreditation application form for the ICF website.
- OC creates their own accreditation background, has it approved by the ICF, uploads the background to SDP and tests the printing of accreditations. If you would like assistance please provide your logo and any artwork you have had created for the event in eps or psd format to [adam.collins@canoeicf.com](mailto:adam.collins@canoeicf.com) at least three months prior to your event.
- NFs, media and the ICF submit accreditation applications prior to the deadline. OC adds their own accreditations to the system for OC and media collectives.
- OC prints accreditation cards ready for arrival of the teams and key personnel.
- Accreditation cards are distributed to the attendees on production of appropriate photo identification which matches the personal details on the accreditation pass. Accreditation issues are dealt with and new passes are printed when appropriate.

## 2.3 On-site registration process

The accreditation centre should have the ability to produce an accreditation card for any individual that is able to be accredited.

- OC confirms the validity and eligibility with the Responsible Organisation (if the responsible organisation cannot be contacted within the required timeframe, the ICF should be consulted on the matter).
- The required person is found in SDP and assigned a function, or the data is entered in the accreditation system, including photo
- The accreditation card is printed
- At the accreditation centre the individual presents photo ID and is given their accreditation pass

## **2.4 On-site estimated production time**

The estimated time to process an accreditation for a person who is already registered with a picture on file is one minute.

The estimated time to process an accreditation for a person who is registered but who does not have a picture on file is two minutes.

The estimated time to process an accreditation for a person who does not have an existing record in SDP and requires validation from the ICF or an NF is approximately 10 minutes.

## **2.5 Disputes**

If an accreditation issue arises between the OC and a responsible organisation, the ICF Secretary General or committee Chair will have the final say.

## **2.6 Procedures - stolen or lost accreditation card**

All lost or stolen accreditations should be reported to the accreditation centre. The accreditation centre staff should check whether it has been handed in, and if so it should be returned to the person.

If it has not been found, a "reprinted accreditation" register should be completed for the re-issue of the pass. A new pass should be provided to replace the lost accreditation. ICF does not approve that fees be charged for the replacement of a lost or stolen card.

Any accreditations which are found unattended on venue should be taken to the accreditation centre immediately. When a lost accreditation card is returned to the accreditation centre, the register should be checked to see if a new pass has already been printed. If it has been printed, the returned pass should be destroyed, and this should be recorded in the lost accreditation register. If it has not been reprinted, it should be placed in a secure, known location for all lost accreditations.

## **2.7 Provision for the production of additional accreditation cards**

OC should test the printing of cards in advance, including on venue, to ensure that materials, hardware and software are appropriately set up. OC should have additional accreditation products available in the event that there are lost or damaged cards, or errors with printing.

## 2.8 Additional access control methods

Other access control devices that may be required to access certain sessions, zones and special areas in addition to the accreditation card are:

- Photo position bibs
- Special hosting area pass
- Field of play bibs for broadcasters
- Tickets
- Stickers
- Bracelets

## SECTION 3: ACCREDITATION FUNCTION ON SDP

### 3.1 Overview

The objective of standardising the ICF accreditation process is to provide consistency across ICF events and disciplines, therefore increasing efficiency for those submitting accreditation applications and the OC producing accreditations.

### 3.2 Data collected in SDP for personnel saved in the system

On-line registration includes at least the following information:

- ICF registration number (automatically generated in SDP)
- Photograph
- Family Name (as on passport)
- First/Given Name (as on passport)
- Gender
- Date of Birth
- Country of birth
- Nationality
- Continental Association
- National Federation (or ICF as appropriate)
- Collective
- Category
- Function

### 3.3 Information displayed in the accreditation section of SDP

Personal details imported directly from the person's record

- First name
- Last name
- Photo
- ICF number (only shown on barcode)
- Continental federation

- National federation

Bib numbers, if shown on the accreditation pass, must be imported through the bib number function.

NF and Broadcast/Media collectives, categories and functions are produced automatically through NF online registration and Broadcast/Media registration form.

ICF and OC collectives, categories and functions must be added to a record manually. Broadcast/Media collective, categories and functions can also be added manually when required.

### **3.4 Information required for temporary records in SDP**

Some records are only saved temporarily in SDP, including media/broadcast and OC personnel. Fewer fields are required for these personnel to be accredited.

- Collective
- Category
- Function
- First name
- Last name
- Photo

### **3.5 Deadline**

Entries and accreditation closing dates are shown in SDP on the calendar for the event.

## **SECTION 4: ACCREDITATION FACILITIES**

### **4.1 Venue accreditation centre**

First impression for participants of the event occurs at the accreditation centre. The location of the centre should be easily accessible for all required personnel, and should be planned to ensure a quick, efficient and pleasant experience for the attendees.

The accreditation centre should include a processing area and a waiting area. Where possible, an administration office could also be included.

To ensure quick processing of personnel attending the event, accreditation passes should be pre-printed wherever possible.

The accreditation centre must also have the facility to access SDP (computer with consistent internet access), a suitable printer, and a

camera with a plain backdrop (eg white wall) to take and upload photos for attendees where required. If a webcam is used to take the photos, they can be taken directly through SDP to attach to the participant's record. A phone should also be available to accreditation centre staff.

## **4.2 Users**

The accreditation centre must be accessible to the following groups, without the requirement to pass through any ticketed or accredited areas of the venue.

- ICF
- NFs including team officials
- VIPs
- Volunteers & workforce
- Media and Broadcasters
- Suppliers + Sponsors
- Security
- First aid, medical and anti-doping staff

## **4.3 Airport or hotel accreditation desk**

Depending on the event operations, pre-printed accreditations could be provided to attendees at the airport or hotel. Photo identification of each accredittee should still be verified before providing the accreditation. Any issues such as incorrect function or insufficient information provided to pre-print the accreditation should be referred to the accreditation centre at the venue on the individual's first attendance.

## **4.4 Staff and opening hours**

The OC should estimate the traffic flow at the accreditation centre based on arrival dates of the teams, training and competition schedule. The centre should be staffed accordingly.

The accreditation centre should be staffed throughout the entire opening period of the venue including the pre-competition training period.

It is preferable that at all times there is a staff member on duty who speaks the host language and English (this can be the same person or different people).

Once competition commences, accreditation facilities will have a reduced workload but will still need to be able to deal with emergencies or special cases.



## SECTION 5: ACCESS CONTROL

### 5.1 Overview

Access control is critical in that it permits access to venues and the space within a venue to the appropriate accredited persons. By restricting access to individuals that have a role to play, it helps the OC operate the venue safely and efficiently. To do so, the OC follows the system of codes dictated by the ICF accreditation card.

### 5.2 Pictograms

Pictograms are applied to the accreditation pass to indicate the privilege of meals and transportation.

ZONE	ACCESS ENTITLEMENTS
	Entitlement to meals
	Entitlement to transport

### 5.3 Barcode

In the ICF accreditation system, the Organising Committee has the option to include barcodes. These can be activated per function, so it is possible to use barcodes for some roles such as athletes, but not other roles such as VIPs.

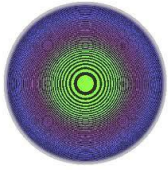
The barcode includes the ICF number of the accreditee, their country of representation and the bib number if assigned. This can be used for verification of identity, privilege or to track numbers such as attendees to the dining area. The provision of barcode readers and software is the responsibility of the Organising Committee.



### 5.4 Holograms or additional security stickers

Holograms or other additional verification stickers can be added to accreditations to prove authenticity. If laminating the accreditation passes, the sticker or hologram should be applied prior to lamination. The procurement and use of these items is solely the choice and responsibility of the Organising Committee.





## 5.5 Points of access

The access can occur at two levels:

1. The perimeter of the venue
2. Within the venue

The objective is to identify the zones within the venue by giving the zones numbers. In order for a person to access a certain area, he/she must have the appropriate number as indicated on the accreditation card. The card is verified by the volunteer or security guard at the entrance of the zone either visually or electronically.

Access zones should be printed and clearly visible at all access control points.

## 5.6 Accreditation plan

Each event organiser should create an accreditation plan utilising their venue map. This plan should show all access points and boundaries, and which accreditation numbers will be permitted access in each direction at this point. This should fit with the details indicated below, and ensure all personnel who need to access an area (or pass through this area to access another area) are permitted where required. Similarly, this plan should also ensure access to an area is prevented for those who do not need it.

A basic accreditation plan is provided in *Appendix 2*. Accreditation plans should be provided to the ICF for approval at least 3 months prior to the event, and prior to ordering any access point signage.

Below is a list of the various areas which may be present on a venue. Any venue area in the lettered list below should allow access to the corresponding number. Some areas may require multiple numbers. Not all spaces below need to be utilised on all venues.

Accredited personnel should also have free access to all public areas, with the exception of specifically assigned seating.

<b>1. Officials' area</b> On venue results (OVR) Inquiry desk Competition area	<b>2. Competition area</b> Field of play Medal presentation meeting area Start area
-----------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------

Finish tower Judging spaces (eg gate judge platform) Protest office/desk Technical committee office / meeting space ITO Lounge Sport information Nation boxes Sports presentation Announcer / MC / Speaker Giant video screen Finish judge station Team leader area	Training and warm up areas Mixed zone – athlete side Kiss and cry ID control Boat & equipment control Boat numbers / GPS Medal presentation area Water rescue
<b>3. Team quarters and areas</b> Boat storage Nation tents Athlete change rooms and toilets Athlete rest space Athlete lounge Athlete seating Athlete dining Boat repair Athlete medical areas Anti-doping spaces Classification areas Athlete car park Results boards Technical video service (TVS) Doping Control Station (DCS)	<b>4. TV areas</b> Broadcast/TV compound OB van parking
<b>5. Media areas</b> Media tent / centre Mixed zone – media side Media seating Photography positions	<b>6. Operational areas</b> Organising committee offices Meeting rooms ICF / Host NF offices Workforce catering Workforce lounge Security office
<b>7. VIP areas</b> VIP catering / hosting / lounge VIP seating VIP parking	<b><i>Non-accredited spaces</i></b> <i>Sponsors village</i> <i>Accreditation centre</i> <i>Entrance</i> <i>Exit</i> <i>Parking</i> <i>First aid</i>

The number 8 can be assigned if required by the OC, eg special hosting areas. This should be specified on the back of the accreditation pass and applied to the accreditation matrix or individual passes.

∞ Indicates access to all zones.

## 5.7 Collectives and colours

<b>ICF</b>	<b>Blue</b>
<b>National Federation</b>	<b>Orange</b>
<b>Host Organising Committee</b>	<b>Navy</b>
<b>Broadcasters &amp; Media</b>	<b>Red</b>

## 5.8 Matching work/role with accreditation access

Once all jobs have been determined by the various functional areas, the OC will need to confirm the duties or role of all personnel, and ensure these fit with the function and corresponding venue access to allow them to complete their role.

## Appendix 1: ACCREDITATION MATRIX

Collective	Category	Function	∞	CAT	TRA	Z01	Z02	Z03	Z04	Z05	Z06	Z07	Z08
ICF	ICF	Board of Directors	-	X	-	-	-	X	-	X	X	X	-
ICF	ICF	Classifier	-	X	-	X	X	X	-	-	X	-	-
ICF	ICF	Continental Associations	-	X	-	-	-	X	-	X	X	X	-
ICF	ICF	Development coach	X	X	-	X	X	X	-	-	X	-	-
ICF	ICF	Executive Committee	X	X	-	-	-	-	-	-	-	-	-
ICF	ICF	Guest	-	-	-	-	-	-	-	-	X	X	-
ICF	ICF	Guest of Board of Directors	-	X	-	-	-	-	-	-	X	X	-
ICF	ICF	Guest of Continental Associations	-	X	-	-	-	-	-	-	X	X	-
ICF	ICF	Guest of ExCo	X	X	-	-	-	-	-	-	-	-	-
ICF	ICF	Guest of Jury	X	X	-	-	-	-	-	-	-	-	-
ICF	ICF	Guest of President	X	X	-	-	-	-	-	-	-	-	-
ICF	ICF	Guest of Secretary General	X	X	-	-	-	-	-	-	-	-	-
ICF	ICF	Guest of Technical Committee	-	X	-	-	-	-	-	-	X	X	-
ICF	ICF	Guest of Technical Official & Judge	-	X	-	-	-	-	-	-	X	X	-
ICF	ICF	Guest of VIP	-	X	-	-	-	-	-	-	-	X	-
ICF	ICF	Jury	X	X	-	-	-	-	-	-	-	-	-
ICF	ICF	Observer	X	X	-	-	-	-	-	-	-	-	-
ICF	ICF	Partners - regular	-	-	-	-	X	X	-	-	-	-	-
ICF	ICF	Partners - VIP	-	-	-	-	X	X	-	-	-	X	-
ICF	ICF	Photographer	-	X	-	X	X	X	-	X	X	X	-
ICF	ICF	President	X	X	-	-	-	-	-	-	-	-	-
ICF	ICF	Results provider	-	X	-	X	X	X	X	-	X	-	-
ICF	ICF	Secretary General	X	X	-	-	-	-	-	-	-	-	-
ICF	ICF	Staff	X	X	-	-	-	-	-	-	-	-	-
ICF	ICF	Technical Committee	X	X	-	-	-	-	-	-	-	-	-
ICF	ICF	Technical Official & Judge	-	X	-	X	X	X	-	-	X	-	-
ICF	ICF	TV	-	X	-	-	X	X	X	X	X	-	-
ICF	ICF	VIP	-	X	-	-	-	-	-	-	-	-	X
NF	NF	Athlete	-	X	-	-	X	X	-	-	-	-	-
NF	NF	Coach	-	X	-	-	X	X	-	-	-	-	-
NF	NF	Guest of Host President	X	X	-	-	-	-	-	-	-	-	-
NF	NF	Guest of Host Secretary General	X	X	-	-	-	-	-	-	-	-	-
NF	NF	Guest of President	-	X	-	-	-	X	-	-	-	X	-
NF	NF	Guest of Secretary General	-	X	-	-	-	X	-	-	-	X	-
NF	NF	Host Board of Directors	X	X	-	-	-	-	-	-	-	-	-
NF	NF	Host President	X	X	-	-	-	-	-	-	-	-	-
NF	NF	Host Secretary General	X	X	-	-	-	-	-	-	-	-	-
NF	NF	Host Staff	X	X	-	-	-	-	-	-	-	-	-
NF	NF	Media Officer	-	X	-	-	-	X	-	X	-	-	-
NF	NF	President	X	X	-	-	-	-	-	-	-	-	-
NF	NF	Secretary General	X	X	-	-	-	-	-	-	-	-	-
NF	NF	Team Leader	-	X	-	X	X	X	-	-	X	-	-
NF	NF	Team Staff	-	X	-	-	X	X	-	-	-	-	-
NF	NF	VIP	-	X	-	-	-	X	-	-	-	-	X
<b>Collective</b>	<b>Category</b>	<b>Function</b>	<b>∞</b>	<b>CAT</b>	<b>TRA</b>	<b>Z01</b>	<b>Z02</b>	<b>Z03</b>	<b>Z04</b>	<b>Z05</b>	<b>Z06</b>	<b>Z07</b>	<b>Z08</b>
BROADCASTER/MEDIA	BROADCASTER/MEDIA	Guest of Host Broadcaster	-	-	-	-	-	-	X	X	-	X	-
BROADCASTER/MEDIA	BROADCASTER/MEDIA	Guest of Rights Holder	-	-	-	-	-	-	X	X	-	X	-
BROADCASTER/MEDIA	BROADCASTER/MEDIA	Host Broadcaster Senior Executive	-	-	-	-	-	X	X	X	X	X	-
BROADCASTER/MEDIA	BROADCASTER/MEDIA	Host Broadcaster Staff	-	-	-	-	-	-	X	X	-	-	-
BROADCASTER/MEDIA	BROADCASTER/MEDIA	Printed and Electronic Media	-	-	-	-	-	-	-	X	X	-	-
BROADCASTER/MEDIA	BROADCASTER/MEDIA	Rights Holder Senior Executive	-	-	-	-	-	X	X	X	X	X	-
BROADCASTER/MEDIA	BROADCASTER/MEDIA	Rights Holder Staff	-	-	-	-	-	-	X	X	-	-	-
BROADCASTER/MEDIA	MEDIA	Agency	-	-	-	-	-	-	-	X	-	-	-
BROADCASTER/MEDIA	MEDIA	Internet	-	-	-	-	-	-	-	X	-	-	-
BROADCASTER/MEDIA	MEDIA	Photographer	-	-	-	-	-	-	-	X	-	-	-
BROADCASTER/MEDIA	MEDIA	Press	-	-	-	-	-	-	-	X	-	-	-
BROADCASTER/MEDIA	MEDIA	Radio	-	-	-	-	-	-	-	X	-	-	-
BROADCASTER/MEDIA	MEDIA	TV	-	-	-	-	-	-	-	X	-	-	-
HOC	HOC FAMILY	Board of Directors	X	X	-	-	-	-	-	-	-	-	-
HOC	HOC FAMILY	Executive Director	X	X	-	-	-	-	-	-	-	-	-
HOC	HOC FAMILY	Guest of Board of Directors	-	-	-	-	-	-	-	-	X	X	-
HOC	HOC FAMILY	Guest of Executive Director	-	-	-	-	-	-	-	-	X	X	-
HOC	HOC FAMILY	Guest of Honorary President	-	-	-	-	-	-	-	-	X	X	-
HOC	HOC FAMILY	Guest of President	-	-	-	-	-	-	-	-	X	X	-
HOC	HOC FAMILY	Guest of VIP	-	-	-	-	-	-	-	-	X	X	-
HOC	HOC FAMILY	Honorary President	X	X	-	-	-	-	-	-	-	-	-
HOC	HOC FAMILY	President	X	X	-	-	-	-	-	-	-	-	-
HOC	HOC FAMILY	VIP	-	X	-	-	-	-	-	-	-	X	-
HOC	HOC WORKFORCE	Media Workforce	-	X	-	-	-	-	-	X	X	-	-
HOC	HOC WORKFORCE	Medical Workforce	-	X	-	-	X	X	-	-	X	-	-
HOC	HOC WORKFORCE	NF Management Workforce	-	X	-	-	-	-	-	-	X	-	-
HOC	HOC WORKFORCE	Security Services Workforce	-	X	-	-	-	-	-	-	X	-	-
HOC	HOC WORKFORCE	Spectator Services Workforce	-	X	-	-	-	-	-	-	X	-	-
HOC	HOC WORKFORCE	Staff	X	X	-	-	-	-	-	-	-	-	-
HOC	HOC WORKFORCE	Suppliers & Sponsor Workforce	-	X	-	-	-	-	-	-	-	X	-
HOC	HOC WORKFORCE	Venue and Competition Workforce	-	X	-	X	X	X	-	-	X	-	-
HOC	HOC WORKFORCE	VIP Program Workforce	-	X	-	-	-	-	-	-	X	X	-

## Appendix 2: GENERIC ACCREDITATION VENUE LAYOUT DIAGRAM

