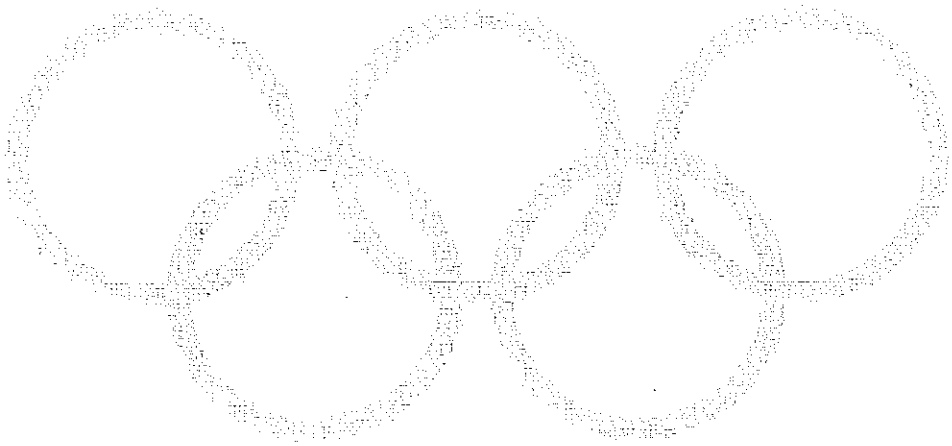

ACCREDITATION

Accreditation and Entries at the Olympic Games - Users' Guide

Accreditation and Entries at the Olympic Games - Users' Guide

APRIL 2005

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International Olympic Committee

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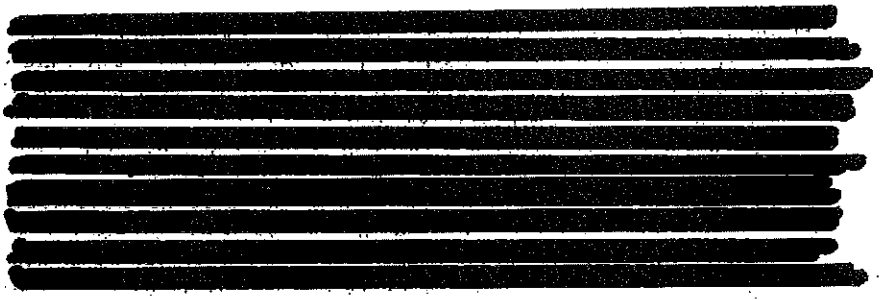

I. Global Reference Data

Name	**Accreditation and Entries at the Olympic Games – Users' Guide**
Date/Version	April 2005

II. Related Documents

List

The following is a list of all documents this guide refers to:

- Olympic Charter
- Host City Contract

III. Presentation

Introduction

This chapter provides an overview of accreditation and entries at the Olympic Games.

About this Guide

The Olympic identity and accreditation card is a document which confers on its holder the right to take part in the Olympic Games. All matters relating to the Olympic identity and accreditation card, including the categories and related privileges as well as the terms upon which it is issued or withdrawn, are at the sole discretion of the IOC Executive Board. Further details regarding the Olympic identity and accreditation card are contained in this guide.

Contents

This introduction contains the following topics:

Topic
Overview of Accreditation
Overview of Entries

III. Presentation - Overview of Accreditation

Introduction

The purpose of accreditation is to identify people and their roles at the Olympic Games and allow them necessary access to perform their roles.

Accreditation is not an external sign of a privileged status but is a necessary working tool to manage the large numbers of people participating in the Olympic Games, facilitating their movements in a flexible and secure fashion.

Accreditation:

- Ensures that only the appropriately qualified and eligible people are entitled to participate in or perform official functions at the Olympic Games
- Limits participants' access to areas they need to go to perform their official functions and keeps unauthorized people out of secure zones
- Ensures that participants reach these areas in a safe and orderly manner.

Olympic Identity and Accreditation Card (OIAC)

The Olympic identity and accreditation card (OIAC) has two functions:

- where applicable, together with a valid passport, the OIAC is a temporary access visa to the host country; and
- once validated, the OIAC is accreditation entitling the bearer to his necessary access to Olympic venues.

Continued on next page

III. Presentation - Overview of Accreditation, Continued

Rights Attached to an Olympic Identity and Accreditation Card

The International Olympic Committee (IOC) determines the persons entitled to an OIAC and sets the conditions for its granting and issuance.

The IOC, through the OCOG, grants the right to an OIAC to all people who have a recognised official function to perform at the Games as permitted by the Olympic Charter.

It is the duty of the OCOG to produce and deliver the cards to the persons entitled to them.

Accreditation is not to be granted in lieu of a "free pass" or "event ticket".

Accreditation Charts

The Accreditation Charts within Section 9.0 of this guide list in detail all accreditation categories and, for each category, the list of eligible persons and their respective access rights and privileges by Responsible Organisation.

III. Presentation - Overview of Entries

Introduction

The process known as "entries" provides for the official entry of qualified athletes into the Olympic Games.

All must complete entry forms

According to Rule 45 of the Olympic Charter, entry forms must be completed for all participants in the Olympic Games.

There are two forms that are referred to as:

- Sports Entry forms
- Entry/Eligibility Conditions forms

Qualification Systems

The IOC approves the regulations established by IFs, which consist of rules, procedures and criteria, ensuring that eligibility to the competitions of the Olympic Games is in conformity with the Olympic Charter.

Qualification systems vary from sport to sport and limit the number of athletes for each sport / discipline/ event decided by the IOC Executive Board.

IV. List of Milestones

List of Milestones This chapter lists the milestones for the accreditation and entries activities that the OCOG, Responsible Organisations and other bodies concerned must comply with.

Deadline	Action	Resp. Org.	Concerned Organisation
48 MONTHS	Initiate discussions with host country government authorities re: "Olympic Identity and Accreditation Card" specifications and procedures	OCOG	GOVERNMENT
FROM 27 MONTHS	OCOG starts to track qualified athletes per sport/NOC and requests NOCs and IFs to provide existing athlete data	OCOG	IF/NOC
24 MONTHS	Upon IF proposal, the IOC determines participation and qualification criteria per sport and discipline	IOC	IOC
24 MONTHS	Finalize detailed specifications and procedures for "Olympic Identity and Accreditation Card" for IOC Executive Board approval	OCOG	IOC
24 MONTHS	Determine plans for reserved stands	OCOG	IOC
FROM 24 MONTHS	OCOG liaises with NOCs to establish estimated team sizes	OCOG	NOC
18 MONTHS	1st IOC/OCOG Press meeting	OCOG	PRESS
18 MONTHS	IOC confirms NOC quotas for Press	IOC	PRESS/NOC
15 MONTHS	Submit "Accreditation Instruction Guide" and "Application for Accreditation" forms for IOC approval ("E" category)	OCOG	IOC

Continued on next page

IV. List of Milestones, Continued

List of Milestones (continued)

Deadline	Action	Resp. Org.	Concerned Organisation
12 MONTHS	Send "Application for Accreditation" forms and " Instruction Guide" to "E" category Responsible Organizations	OCOG	PRESS
12 MONTHS	Approval of accreditation "Instruction Guide" and design and layout of all other "Application for Accreditation" forms by IOC	OCOG	IOC
12 MONTHS	Send sport "technical brochures"	OCOG	IF/NOC
12 MONTHS	Approval of design and layout of all "sports entry" forms by individual IFs	OCOG	IF
12 MONTHS	Approval of design and layout of all "sports entry" forms and "instruction booklet" by IOC	OCOG	IOC
12 MONTHS	Submit reserved seating plans to IOC for approval	OCOG	IOC
9 MONTHS	Finalize design and layout of "Olympic Identity and Accreditation Card" and obtain IOC approval	OCOG	IOC
9 MONTHS	Deadline for "Applications by NOC, by Press Organizations, by Numbers" for E category	OCOG	PRESS
9 MONTHS	Print "Application for Accreditation" forms and "instruction guide" for all other categories, following IOC approval	OCOG	IOC
8 MONTHS	Forward additional "E" accreditation documents to Responsible Organizations for reassigned "E" quotas, if applicable	OCOG	PRESS/NOC

Continued on next page

IV. List of Milestones, Continued

List of Milestones (continued)

Deadline	Action	Resp. Org.	Concerned Organisation
7 MONTHS	Provide IOC Press Commission with report of "E" applicants from Accreditation database	OCOG	IOC PRESS COMM.
6 MONTHS	Send "Application for Accreditation forms" and "Instruction Guide" to all other Responsible Organizations	OCOG	ALL
6 MONTHS	Send sports "Entry forms, Sports Entry/Eligibility conditions" forms and "instruction booklets" to all NOCs	OCOG	NOC
6 MONTHS	Receive all outstanding "E" "Application for Accreditation" forms	OCOG	PRESS
5 MONTHS	Deadline for return of "Application for Accreditation" forms (by name for "E" category)	OCOG	PRESS
4 MONTHS	Deadline for return of "Application for Accreditation" forms (for "RT" category)	OCOG	BROAD-CASTERS
3 ½ MONTHS	Final deadline for return of "Application for Accreditation" forms (including "E" category)	OCOG	ALL
3 MONTHS	Publication by each IF of detailed status report on participants qualified or eligible for upcoming qualification	IF	OCOG / NOC / IOC
3 MONTHS	Hold "pre-reception" discussions with Responsible Organizations to review control lists of accreditations before start of production of cards	OCOG	ALL

Continued on next page

IV. List of Milestones, Continued

List of Milestones (continued)

Deadline	Action	Resp. Org.	Concerned Organisation
3 MONTHS	Start production of "Olympic Family Olympic Identity and Accreditation Cards"	OCOG	ALL
2 MONTHS	Send "Olympic Identity and Accreditation Cards", summary reports and "Accreditee Guide", to Responsible Organizations	OCOG	ALL
1 MONTH	Start extended operation of Main Welcome and Accreditation Centre	OCOG	
AS APPRO-PRIATE	Start validation of "Olympic Identity and Accreditation Cards" available for eligible non-NOC Olympic Family guests	OCOG	ALL EXCEPT NOC
FROM 21 DAYS BEFORE OPENING CEREMONY	Start operation of IOC Hotel Accreditation Centre OCOG	OCOG	
CoFROM 14 DAYS BEFORE OPENING CEREMONY	Upon arrival of each NOC Chef de mission, "reception" meeting with OCOG for the Winter Olympic Games	OCOG	NOC
FROM 14 DAYS BEFORE OPENING CEREMONY	"Validation of Olympic Identity and Accreditation Cards" available for eligible NOC personnel (after "reception") for the Winter Olympic Games	OCOG	NOC

Continued on next page

IV. List of Milestones, Continued

List of Milestones (continued)

Deadline	Action	Resp. Org.	Concerned Organisation
14 DAYS BEFORE OPENING CEREMONY	Olympic Village opens	OCOG	
11 DAYS BEFORE OPENING CEREMONY	Deadline for "sports entry forms" including Entry/Eligibility Conditions" forms for athletes and officials for the Winter Olympic Games	OCOG	NOC
BEFORE THE GAMES	Receive all spoiled and unused "Olympic Identity and Accreditation Cards" from Responsible Organizations	OCOG	ALL
BEFORE THE GAMES	Start implementing access control at various venues in accordance with opening of the Olympic Village and training venues	OCOG	ALL
AFTER THE GAMES	Produce required reports and statistics	OCOG	

V. Specific Glossary

Presentation This section defines the different specific terms used throughout this manual.

Term	Definition
Access Control	System of accreditation devices and codes that regulates the movement of people into and within Olympic venues.
Accreditation	The process of registering, producing, distributing and validating the Olympic identity and accreditation card that permits the holder access rights and other privileges for the Olympic Games.
Accreditation Card	See Olympic Identity and accreditation card.
Accreditation Centres	Facilities provided by an OCOG to provide accreditation services to its major client groups.
Application for Accreditation Forms	Distributed by the OCOG, the form is completed by/for each member of a Responsible Organisation in order to be accredited for the Olympic Games.
Badging	The process of issuing an Olympic identity and accreditation card.
Category	Group of accredited people based on the similarity of their Olympic roles, and therefore allocated similar access and other privileges.
Closed Venues	Venues where the spectator capacity is limited and not expandable.

Continued on next page

V. Specific Glossary, Continued

Presentation (continued)

Term	Definition
Code	A system of letters, numbers or symbols and their association with a particular organisation, precinct, venue, zone or other privilege or criteria, designed to ensure that such variables are always identified by an agreed set of terminology.
Day Pass	Temporary accreditation issued to an accredited person requiring different access entitlements to those on his accreditation card.
Entries	The process known as "entries" provides for the official entry of qualified athletes into the Olympic Games.
Function	The population or job title to which privileges and access entitlements are attached.
Guest Pass	Temporary visiting access pass to some controlled Olympic venues.
OIAC	See Olympic Identity and accreditation card.
Olympic Identity and Accreditation Card (OIAC)	A personalised card granted by the IOC, through the OCOG, which confers on its holder the right to attend the Olympic Games. It establishes the identity of the holder, identifies the access rights and other privileges of the cardholder for the Olympic Games and if required authorises entry into the country together with a passport or other valid travel document.
PEL	See Prime Event Limitation.
PVC	See Pre-Valid Card.
Pictograms	The graphic representation of a sport or discipline or an accreditation entitlement.
Population	Persons entitled to receive accreditation in the indicated category.
Pre-Valid Card (PVC)	Olympic identity and accreditation card that has not yet been through the Games-time validation process.

Continued on next page

V. Specific Glossary, Continued

Presentation (continued)

Term	Definition
Press Accreditation Application by Number Forms	By completing this form, the NOC informs the OCOG of the number of accreditations its press will need for the Olympic Games.
Prime Event Limitation (PEL)	During some sporting sessions of an Olympic Games, the seating allocated in the Official Stand and Stand of Honour for accredited members of the Olympic Family with rights to designated seating may be insufficient for the demand. Certain accreditation populations have a PEL attached to them, which requires the bearer of that accreditation to buy a ticket.
Privilege	A privilege is an entitlement to particular types of access, seating, transport or accommodation as determined by and commensurate with accreditee's Olympic function.
Quota	Indicates any numerical restrictions applicable to certain populations of accreditation.
Seating Access	Indicates the relevant reserved seating at sport venues for accredited persons.
Team Officials	Team officials are persons whose presence is essential to the administration of an NOC's sports team at the Olympic Games.
Transport Codes	The alpha numeric codes used by the OCOG on the OIAC to indicate transport privileges.
Upgrade Card	A transferable accreditation card used to give an accredited person additional access rights.

Continued on next page

V. Specific Glossary, Continued

Presentation (continued)

Term	Definition
Validation	The process of changing the accreditation status of an individual's Olympic identity and accreditation card to live.
Venue Accreditation Offices	Facilities located at Olympic venues, to provide immediate temporary resolutions to any exceptional or urgent accreditation problems that may arise.
Venue Access Codes	Alpha codes created by the OCOG to represent its specific venues that are printed on an Olympic identity and accreditation card.
Zones	Designated access areas within a venue.
Zone Codes	Codes used to represent the designated access areas within a venue that are printed on an Olympic identity and accreditation card.

3.0 → Seating Entitlements

Overview

Introduction

Seating must be available to eligible accredited persons. The OCOG must therefore ensure that appropriately-sized designated areas or stands are reserved for them at each competition venue before the available tickets are offered for sale.

Contents

This chapter contains the following topics:

Topic
3.1 Seating Tribune Types
3.2 Prime Event Limitation
3.3 Media High Demand Events
3.4 Criteria for Reserved Seating Access

3.1 Seating Tribune Types

Official Stand

Competition Events

For competition events the Official Stand is a seating area reserved for people accredited in the following categories:

- "IOC"
- "IF"
- "NOC"
- "OCOG"
- "OC"
- "TOP"
- "G"

There must be an Official Stand at the Main Stadium and at all other venues, although its seating capacity can vary greatly from one venue to the other.

For all competition events, seating in the Official Stand is a single block of seats; it is not divided into separate sections for each eligible category.

Ceremonies

Host country protocols usually dictate that an IOC President and Head of State Stand be designated in the Main Stadium for the opening and closing ceremonies.

The IOC President and Head of State Stand at the ceremonies should be incorporated within the "Official Stand."

Exceptionally, the people accompanying the IOC President and Head of State and occupy the stand are not dictated by accreditation categories, but by the protocols of the host country and the IOC.

Continued on next page

3.1 Seating Tribune Types, Continued

Official Stand (continued)

Also within the Official Stand for the opening and closing ceremonies, is a section of seats with specific sectors for each accreditation category:

- "IOC"
- "NOC"
- "G"
- "OC"

Stand of Honour

Competition Events

The Stand of Honour at competition venues is reserved for persons accredited in the following categories:

- "GI"
- "GT"
- "B"
- "Ac"
- "U" with Stand of Honour entitlement.
- "P" with Stand of Honour entitlement.

Ceremonies

For the ceremonies, there are individually identified sectors for the eligible categories:

- "GT"
- "B"

Continued on next page

3.1 Seating Tribune Types, Continued

Federation Stand

Competition Events

At each competition venue, a Federation Stand is reserved for people from the International Federation governing the sport being staged at that venue who are accredited in the following categories for that particular Federation:

- "IF"
- "GT"
- "B"
- "J"
- "P"

Ceremonies

For the ceremonies, there are individually identified sectors for the eligible categories:

- "IF"
- "GT"
- "B"
- "J"

Athletes' Stand

Competition Events

At each sport venue, an Athletes' Stand is reserved for people accredited in the following categories:

- "Aa"
- "Ac"
- "Ao"

Continued on next page

3.1 Seating Tribune Types, Continued

E Stand

Competition Events

The E Stand is a seating area to which access is authorised to the following categories only:

- "E", "Es" and "Ex" journalists
- "ENR"
- "EP", "EPs" and "Ex" photographers, to enable them to reach their assigned photo positions (Pool and Non-Pool)

Ceremonies

Only the following categories will have access to the Opening and Closing Ceremonies:

- "E" and "Ex" journalists
- "EP" and "Ex" photographers, to enable them to reach their assigned photo positions

RT Stand

Competition Events and Ceremonies

The RT Stand is a seating area to which access has been authorised to accreditees within the following categories only:

- "RTa"
- "RTb"

3.2 Prime Event Limitation

Definition

Sessions that have been agreed by the IOC Executive Board to have PEL (Prime Event Limitation) status due to seating limitations.

Process

The IOC acknowledges that at some Olympic Games and some competition events there will be insufficient tribune seating to meet demand.

Certain accreditation functions may have a PEL attached to them that requires the bearer of that accreditation to buy a ticket.

PEL categories and populations for Torino 2006

The following table states by Responsible Organisation, the categories and populations that have been approved by the IOC Executive Board to have PEL status for the Torino 2006 Winter Olympic Games:

Responsible Organisation	Cat.	Population
IOC	GI	Entourage of G High Ranking officials
IOC	GI	Distinguished Guests of the IOC
IOC	GI	Presidents of recognized IFs
NOC	GI	Entourage of G Sovereign or Head of State and Head of Government with participating athletes
NOC	GT	Transferable Guest Cards
NOC	B	Members of the Executives of ANOC, Continental NOC Associations not otherwise accredited & ANOC staff
NOC	U	Upgrade Cards
NOC	OBS	Official Applicant or Candidate City observers
NOC	Ac	Olympic Attachés

3.3 Media High Demand Events

Introduction

The IOC has developed a policy of ticketing high demand events for the media. This policy fairly manages access for journalists to attend and report on competition sessions where demand is greater than the allotted seating for media in the affected venues.

The IOC in collaboration with the OCOG will implement the allocation and distribution of tickets to media high demand events and to the opening and closing ceremonies.

Process

The process for the distribution of tickets to the media for high demand events and to the Opening and Closing ceremonies is:

Phase	Description
1	Sports and events impacted will be announced, if possible, before the start of the Olympic Games by the IOC and the OCOG
2	OCOG provides tickets to ticketing office located in MPC
3	NOC nominates at least one delegate
4	IOC determines the quota of tickets for each NOC (See Quota criteria)
5	Tickets distributed to the NOC's nominated delegate/(s) from the ticketing office located in the MPC.
6	Each NOC's nominated delegate(s) distributes tickets to its national press

Continued on next page

3.3 Media High Demand Events, Continued

Quota criteria

The IOC determines the quota of tickets for each NOC using the following criteria:

- the NOC's press quota,
- competing NOCs,
- NOCs in the same sport,
- past results.

Eligible Categories

Only the following categories will be considered in the high demand events ticketing process including the Opening and Closing Ceremonies:

- "E"
- "EP"
- "Ex"

The following categories are eligible to receive tickets only for competition high demand events:

- "Es"
- "EPs"

Ineligible categories

The following categories will not be considered to receive tickets for high demand events, including the Opening and Closing ceremonies:

- "Ec" (support staff / MPC only)
- "ENR" (non-rights holding broadcasters)
- "ET"

Photographer Ticketing

Tickets for high demand events are issued to photographers in the same manner for written press as described above.

The ticket allocation is determined in cooperation with the OCOG photo chief.

3.4 Criteria for Reserved Seating Access

Introduction

Access to reserved seating is governed by several criteria outlined below.

Automatic Access

For most competition events (that is, excluding the Opening and Closing ceremonies), all eligible accredited persons may enter those venues to which they are granted access by virtue of their accreditation card and then occupy seats in the reserved stands designated for their category, provided space is available.

Ticketed Access

In circumstances where it is anticipated that demand for Olympic Family seats will significantly exceed available space, access to the venues and to their reserved stands may require presentation of a ticket for some categories, in addition to the accreditation card.

Opening and Closing Ceremonies

All accredited persons eligible to attend the opening and closing ceremonies must obtain a ticket, in addition to their accreditation, to gain access to the Main Stadium.

Athletes and team officials will require a marching pass should they participate in the Opening and Closing Ceremonies and official athlete parade.

Federation Stand

No tickets are necessary for persons accredited by an IF for the Federation Stand of the venue(s) under its jurisdiction. These persons should gain access to those venues and stand by virtue of their accreditation.

Athletes Stand

Persons accredited in the "A" categories are allowed access to a special Athletes' Stand at their own sport venues. A ticket is necessary to view other competitions at other sports venues.

Continued on next page

3.4 Criteria for Reserved Seating Access, Continued

E Stand	See Media High Demand events for seating criteria.
RT Stand	Radio and television commentators must be allowed to occupy seats for observation purposes. These seats must be located in the media areas adjacent to the commentary positions. The number of observers' seats at each venue must be consistent with previous Olympic Games and agreed upon by the IOC, the OBO and the OCOG, after consultation of the Rights Holders contracts.

4.0 → Accreditation Process

Overview

Introduction This chapter outlines the accreditation process for the Olympic Games

Contents This chapter contains the following topic:

Topic
4.1 Accreditation Process
4.2 Application for Accreditation Forms
4.3 Accreditation Publications

4.1 Accreditation Process

Process

The following table outlines the accreditation process for the Olympic Games:

Phase	Description
1	Hard copy and/or electronic Application for Accreditation forms and instruction guide sent to the Responsible Organisation by the OCOG
2	Responsible Organisation distributes and collates hard copy Application for Accreditation forms or collates required data and photo images for electronic forms
3	Responsible Organisation submits Application for Accreditation forms/data and images to the OCOG by the prescribed deadline
4	OCOG confirms data validity of registrants with the Responsible Organisation
5	OCOG prints pre valid OIAC (PVC) for registrants
6	OCOG sends PVCs to Responsible Organisation
7	Responsible Organisation distributes PVCs to its population
8	OCOG confirms data validity and eligibility of registrants with the Responsible Organisation
9	The bearer of the PVC proceeds to Validation Counter or Accreditation Centre
10	PVC is validated at Validation Counter or Accreditation Centre and becomes Olympic identity and accreditation card (OIAC). Accredited person attains access to all privileges granted by the OIAC

Continued on next page

4.1 Accreditation Process, Continued

PVC not issued before arrival

If the PVC has not been issued before the applicant leaves his home country, the applicant must follow the appropriate immigration procedures to enter the host country, such as obtaining an entry visa if required, and then proceed to an Accreditation Centre for real time Olympic identity and accreditation card production.

Delegation Registration Meetings

For NOCs Delegation Registration Meetings (DRM) are held between OCOG representatives and the Chef de Mission of each NOC.

This meeting must be completed before any OIAC of a member of a delegation may be validated or accredited.

The meetings are convened by the OCOG, and usually take place in the host city prior to the opening of the Olympic Village.

The following issues are finalised in these meetings:

- Athletes' entry and qualification/eligibility
- The spelling of each team member's name
- Team officials' quotas
- Accreditation access

Continued on next page

4.1 Accreditation Process, Continued

Real Time Card Production Process

Every Accreditation Centre has the ability to produce an accreditation card for any registrant that is able to be accredited. The following table outlines the process:

Phase	Description
1	Application form for registrant has been received and data entered within accreditation system
2	OCOG confirms data validity and eligibility of registrant with the Responsible Organisation and that registrant is able to be accredited
3	Registrant goes to Accreditation Centre and presents photo identification
4	Registrant directed to real time card station where image is captured and/or Olympic identity and accreditation card (OIAC) is printed and validated
5	Accredited person is able to attain access to all privileges granted on the OIAC

Disputes

Should problems arise between the OCOG and a Responsible Organisation that neither party is able to resolve satisfactorily, the IOC Executive Board will intervene and make the final decision final.

Lost Accreditation Card

Any person who has lost a card will need to go to the Accreditation Centre and fill out a "Lost Card Declaration".

A replacement Card may be produced, but applicants should expect a turn around time of up to 24 hours.

Approval also needs to be obtained from the Responsible Organisation before a replacement card can be reissued.

Continued on next page

4.1 Accreditation Process, Continued

Paralympic Games Accreditation Process

The Paralympic Games accreditation card will be different from the Olympic Identity and accreditation card.

A separate Paralympic Games accreditation application must be completed and returned.

However, the process for gaining accreditation to the Paralympics mirrors that for the Olympic Games.

Paralympic Games accreditees usually bring their pre valid cards to the Validation Counters or Accreditation Centres for validation during the transition period between the closing ceremony of the Olympic Games and opening ceremony of the Paralympic Games.

4.2 Application for Accreditation Forms

Form Design Approval

The design and layout of all Application for Accreditation forms are to be submitted to the IOC for approval according to the OCOG milestones.

Form Data

All forms must collate the following data:

- Name of Responsible Organisation
- Accreditation Number
- Surname
- First name
- Preferred name on Olympic Identity and Accreditation Card
- Date of birth
- Place of birth
- Nationality
- All other personal data required by the host country for security checking and visa issuance
- Category or Sub category
- Function name
- Signature of authorized person (President or Secretary General) and stamp of the Responsible Organisation

Continued on next page

4.2 Application for Accreditation Forms, Continued

Additional Data The following forms must request the following additional information:

Category	Additional Information Required
Aa	Sport and discipline where applicable
Ao	Sport and discipline where applicable
J	Sport and discipline where applicable
IOC**	Name and accreditation number of the person entitled to invite the guest
IF**	Name and accreditation number of the person entitled to invite the guest
NOC**	Name and accreditation number of the person entitled to invite the guest
OCOG**	Name and accreditation number of the person entitled to invite the guest
OC**	Name and accreditation number of the person entitled to invite the guest
TOP**	Name and accreditation number of the person entitled to invite the guest
G**	Name and accreditation number of the person entitled to invite the guest
B**	Name and accreditation number of the person entitled to invite the guest
E	Name of the media organization and the signatures of the authorized director of the media organization and the applicant
RT	Name of the media organization and the signatures of the authorized director of the rights holder organization and the applicant
WKF	Name of the employer organization

Continued on next page

4.2 Application for Accreditation Forms, Continued

Deadline for Return	The deadline for the return of Application for Accreditation forms must clearly be indicated on each form.
Address for Return	Application for Accreditation forms should state the address where the forms must be returned.

4.3 Accreditation Publications

Application for Accreditation Instruction Booklet

The OCOG will provide to each Responsible Organization an instruction booklet detailing the application for accreditation process and how to complete the accreditation forms.

The text and layout of all Responsible Organisation instruction booklets are to be submitted to the IOC for approval according to the OCOG milestones.

The information within the instruction booklet should include:
Instructions on the use and completion of the application for accreditation forms

- Deadline dates for returning the forms to the OCOG
- Dates for issuance of cards to Responsible Organisation(s)
- Address where forms are to be returned
- Conditions for validation and / or issuance of the accreditation cards
- Conditions of entry into the host country
- Location, address, dates and hours of operation of the accreditation centre(s)
- Procedure for lost or stolen cards
- Procedure for transferable cards
- Access and other rights for each category and population

Accreditation Information Brochure

The OCOG will publish a small, pocket size brochure for distribution to everyone upon validation and / or issuance of their accreditation cards.

The information within the accreditation information brochure should include:

- Explanation of categories, pictograms and zone codes
- Location, address, dates and hours of operation of the accreditations centre(s)
- Procedure for lost or stolen cards
- Procedure for transferable cards

5.0 → Accreditation Facilities

Overview

Introduction The following chapter describes the types of accreditation facilities for the Olympic Games.

Contents This chapter contains the following topics:

Topic
5.1 Accreditation Facilities
5.2 Validation Counters
5.3 Accreditation Centres
5.4 Venue Accreditation Offices

5.1 Accreditation Facilities

Types of Accreditation Facilities

There are three major types of accreditation facilities that can exist at an Olympic Games:

- Validation Counters
- Accreditation Centres
- Venue Accreditation Offices.

Purpose

The purpose of all accreditation facilities is to process, issue and validate the appropriate Olympic identity and accreditation card to individuals rapidly, efficiently and pleasantly.

First Impression of the Olympic Games

For most Olympic participants, experiences in the accreditation facility at which their Card is issued or validated will shape an accreditee's entire perception of the Olympic Games.

For this reason, it is vital that the experience is brief, efficient, welcoming and pleasant.

The "look" and "feel" of the accreditation facilities should reflect the quality, professionalism and image of the OCOG.

5.2 Validation Counters

PVC Validation Counters

With the distribution of Pre-Valid Cards (PVC) to participants prior to their arrival at the host city, it is possible to validate the PVCs for those that are able to be accredited at Validation Counters and not at Accreditation Centres.

This will assist the OCOG in minimizing traffic flows at the Accreditation Centres and provides an efficient service to its key client groups.

Location

The accreditation Validation Counters must be located at the main Olympic airport(s).

Facilities

Due to their location and the premium placed on space in airports, Validation Counters usually do not have any printing or image capture capabilities.

Problem resolution

Hence any participants who do not have their PVC or are not able to be accredited will be sent to the nearest Accreditation Centre for issuing their OIAC and /or problem resolution.

5.3 Accreditation Centres

Purpose

Accreditation Centres are managed by the OCOG to offer the following services to its major client groups:

- Application for accreditation registration and data entry
- PVC production and distribution
- PVC validation
- Real time image capture
- Real time OIAC production
- Problem resolution

Format

An Accreditation Centre is generally composed of four different areas, sized to best handle the anticipated number of persons serviced within the centre:

- waiting area(s), complete with points of information and amenities offering comfort for visitors
- efficiently organised accreditation processing area(s) equipped with a sufficient number of processing stations where cards are produced or validated
- area(s) where problematic cases can be presented to and resolved by competent accreditation personnel, with an appropriately sized waiting area
- administrative area(s) for accreditation personnel, including a meeting space

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5.3 Accreditation Centres, Continued

Location

The Accreditation Centres must be located at or near their key client groups:

Key client groups	Location
Olympic Family	Within Olympic Family Hotel
Media	Near IBC and MPC
Athletes	Near or on perimeter of the Olympic Village
Games Workforce	Host city central business district

Staff and opening times

The OCOG will ensure that each Accreditation Centre is adequately staffed to meet the predicted traffic flows of its key client groups.

It is preferable that these staff members are multi-lingual and speak at least the language of the host country and one of the IOC's two official languages of French and English.

Opening hours for Accreditation Centres should be determined according to need.

Continued on next page

5.3 Accreditation Centres, Continued

Operations once the Olympic Games are open

Operations at the Accreditation Centres during the Olympic Games entail:

- PVC validation
- Real time image capture
- Real time OIAC production
- "Re-badging"
- Granting access zone modifications
- Replacing lost accreditation cards (except in the case of adverse security reports)
- Nullifying accreditation cards upon IOC instructions
- Problem resolution.

5.4 Venue Accreditation Offices

Purpose	Venue Accreditation Offices are to be provided at each of the Olympic competition venues to provide immediate temporary resolutions to any exceptional or urgent accreditation problems that may arise at the venue. Day passes can be issued from the Venue Accreditation Offices to appropriately registered and approved people for these exceptions. Any problem regarding permanent accreditation is coordinated with an Accreditation Centre for resolution.
Location	Venue Accreditation Offices must be located on the venue perimeter and be easily accessible by anyone who does not have the required venue code.
Staff and opening times	The Venue Accreditation Offices should be operational prior to security lock down of the venue. The OCOG will ensure that each Venue Accreditation Offices is adequately staffed to meet the demands of the competition schedule and workforce shift changes.

7.0 → Entries

Overview

Introduction

The process known as "entries" provides for the official entry of qualified athletes into the Olympic Games.

According to Rule 45 of the Olympic Charter, entry forms must be completed for all participants in the Olympic Games.

There are two forms that are referred to as:
- Sports Entry forms and
- Entry/Eligibility Conditions forms.

Contents

This chapter contains the following topics:

Topic
7.1 Sports Entry Forms
7.2 Entry/Eligibility Conditions Forms
7.3 Instructions Booklet
7.4 Entries Process

7.1 Sports Entry Forms

NOC Responsibilities

Each NOC is responsible for:

- entering its country's athletes for sports in the Olympic Games
- ensuring that all its athletes reach the minimum IF qualification criteria for each sport.

Qualification criteria

The IOC Executive Board approves the regulations established by IFs, which consist of:

- rules, procedures and criteria ensuring that eligibility to the competitions of the Olympic Games is in conformity with the Olympic Charter.
- qualification systems that limit the number of athletes for each sport / discipline/ event.

Process

Firstly, the OCOG makes an estimate of the delegation size using the method they consider to be the most efficient, e.g. summary of participation forms, electronic data exchange, etc., which helps them to evaluate the number of participants by sport and by NOC.

Secondly, the OCOG designs the Sports Entry forms and obtains approval from the IOC Executive Board and the respective IFs.

Thirdly, the NOCs submit the Sports Entry forms, which represent the official final confirmation of an athlete's participation with accompanying Entry/Eligibility Conditions forms.

It is only after this final registration has been received by the OCOG and cross-checked with the qualification criteria formulated for each Olympic Games that the athlete's OIAC will be issued and/or validated.

7.2 Entry/Eligibility Conditions Forms

Entry/Eligibility Conditions Forms

Participation of athletes in competitions at the Olympic Games is essentially regulated by Rules 41,42,43,44,45,and 61of the Olympic Charter and their bye-laws, and the bye-law to Rule 53.

Athletes and team officials are obliged to abide by the provisions of the above Rules. They bind themselves to these Rules by signing the Entry/Eligibility Conditions form.

This form must have the necessary references to the NOC and to the applicant's Olympic identity and accreditation card number and full name, the text of the declaration from the Olympic Charter, and the necessary signatures.

The text of the Charter referred to in the declaration is printed on the back of the form. Each signatory should retain a copy of the form, and at least the original must be given to the OCOG, attached to the corresponding Sports Entry form.

Failure to sign the Entry/Eligibility Conditions form will prohibit the person from participating in the Olympic Games.

7.3 Instruction Booklet

Instruction Booklet

An instruction booklet to assist the NOCs in the preparation, completion and forwarding of the required entry forms is sent to each NOC by the OCOG.

7.4 Entries Process

Entries Process. The entries process can be divided into several phases:

Phase	Description
1	The IOC Executive Board approves the qualification criteria established by the IFs.
2	The OCOG designs Sports Entry forms, Entry/Eligibility Conditions forms and instruction booklet.
3	IOC Executive Board and the respective IFs approve the design of Sports Entry forms, Entry/Eligibility Conditions forms and instruction booklet.
4	The OCOG distributes Sports Entry forms, Entry/Eligibility Conditions forms and instruction booklet.
5	NOCs complete Sports Entry forms.
6	Athletes and team officials sign the Entry/Eligibility Conditions forms.
7	The NOCs submit the Sports Entry forms and Entry/Eligibility Conditions forms to the OCOG by the deadline.
8	The OCOG validates personal data for accuracy with Application for Accreditation forms and sport-specific data for conformity with the regulations and criteria set by the IFs.
9	The OCOG confirms receipt of signed Entry/Eligibility Conditions forms and confirms that eligibility criteria for athletes have been met and that the number of registered team officials is within allowable quota.
10	Delegation Registration Meetings (DRM) are held between OCOG representatives and the Chef de Mission of each NOC.
11	NOC deletes unqualified athletes from the accreditation and sport entries list.
12	OCOG cancels unqualified athletes' pre valid OIACs if issued and changes qualified athletes' accreditation status to allow validation of OIAC.

8.0 → Team Officials

Overview

Introduction

This chapter defines the number of NOC team officials that may accompany the athletes in accordance with Rule 39 of the Olympic Charter.

Contents

This chapter contains the following topics:

Topic
8.1 Team Officials
8.2 Team Officials Olympic Functions
8.3 Additional Officials
8.4 Service Technicians
8.5 Team Officials Quotas for Winter Olympic Games

8.1 Team Officials

Team Officials

Team officials are defined as persons whose presence is essential to the administration of an NOC's delegation residing in the Olympic Village and for the technical and medical support of the athletes registered for participation in the Olympic Games.

The Olympic function of individual team officials constitutes the base criteria for the determination of their venue and zone access rights.

8.2 Team Officials Olympic Functions

Delegation Leadership

The managerial responsibility of each NOC's sport delegation is usually entrusted to the following senior officials:

Title	Role
Chef de Mission	Head of the delegation, as described in Rule 38 of the Olympic Charter.
Deputy Chef(s) de Mission	Larger teams are allowed to appoint one or more Deputy Chef de Mission to assist the Chef de Mission with his responsibilities, in accordance with certain conditions.
Olympic Attaché	Ensures liaison between the OCOG and the NOC through the period leading up to the Games. Their duties are described in Rule 38 of the Olympic Charter.

Administrative Personnel

Larger delegations are usually organized with a central administration team to assist the Chef de Mission and manage the overall team operation, such as:

- administration
- accreditation
- entries
- accommodation
- transportation
- equipment
- clothing
- communications
- security
- press

Continued on next page

8.2 Team Officials Olympic Functions, Continued

Technical and Coaching Personnel

All personnel directly related to the technical performance of the athletes are described as technical personnel. This includes:

- coaches
- trainers
- managers

Medical Personnel

Some delegations offer centralised medical services with:

- doctor
- physiotherapist
- medical personnel

Other Personnel

Specific sports have particular requirements for specialized personnel which can be considered under the above descriptions but who require specific identification.

Team Officials Accreditation Categories

The accreditation categories allocated for the team officials that have been listed above are described in the following table.

Team Official	Category
Chef de Mission	Ac
Deputy Chef de Mission	Ac
Olympic Attaché	Ac
Administrative personnel	Ao
Technical and Coaching personnel	Ao
Medical personnel	Ao
Additional Officials	Ao

8.3 Additional Officials

Additional Officials

Delegations whose officials' quota does not reach the prescribed official-to-athlete ratio percentage of 100% for the Winter Olympic Games may claim accreditation in the "Ao" category for additional officials

The NOC must pay a pre-determined reasonable cost per day at the Games for accommodation and dining access for any additional officials. The cost per day and the general policies for additional officials will be agreed between the OCOG and the IOC.

The additional officials will not be part of the bed allocation process in the Olympic Village as calculated by Rule 39 of the Olympic Charter. It will be recognised that the NOC can allocate its bed spaces as it sees fit within the "Ao" category. The OCOG will provide additional accommodation at a fee should the NOC want to house its additional officials outside the Village.

All "Ao" officials are entitled to eat in the Olympic Village dining halls at all times. If additional officials require access to the dining hall the NOC will be charged a daily cost. Meal vouchers for the dining hall will be available for purchase should they be needed by NOCs.

Applications for additional officials "Ao" accreditation must be initiated by the NOC; the OCOG will not entertain any individual requests.

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8.3 Additional Officials, Continued

Transferable team Official Accreditations

NOCs will be allowed to have transferable accreditations across the "Ao" category, including additional officials.

The total number of transferable accreditations will be 50% of the number of "Ao" accreditations that the NOC is entitled to (including additional officials).

These accreditations can be transferred a maximum of one time throughout the period of the Olympic Winter Games within the NOC's "Ao" category.

NOCs must hand in the accreditation that is to be transferred and have it cancelled by the OCOG before the second person can have his/her accreditation issued and validated.

The access requirements and entitlements of the new accreditation card will be the same as that of the cancelled card.

NOCs must notify the Organising Committee in advance of all the transferable officials they require to use. The final date for notifying the Organising Committee will be at the time of the Delegation Registration Meeting (DRM) for the NOC.

No requests for transferring "Ao" category accreditations will be considered by the Organising Committee after the DRM has been completed.

NOCs will not be allowed to request accreditation transfers of "Ao" category accreditations to sports/disciplines that they do not have athletes participating.

8.4 Service Technicians

Service Technicians

In certain sports, an athlete's performance and/or safety can be critically affected by very sophisticated equipment, which may require last-minute, on-the-spot servicing by highly specialized technicians, often representing the product's manufacturer.

These service technicians frequently cater to the needs of several delegations on behalf of their employer and must not be considered as team officials nor accredited as such.

Accreditation of specialized technical service personnel (in the "P" category) in sports designated by the IOC is not handled through the NOCs, but through the International Federations concerned, where applicable, or directly between the OCOG and the supplier.

8.5 Team Officials Quotas for Winter Olympic Games

Quotas

Following are the detailed rules for calculating the numbers of accompanying team officials permitted for the Winter Olympic Games as approved by the IOC Executive Board.

Delegation Leadership

- one (1) Chef de Mission
- one (1) deputy Chef de Mission for delegations comprising more than 40 athletes
- a second deputy Chef de Mission for delegations comprising more than 80 athletes

Multi Village Delegation Leadership

An "Ao "category accreditation can be promoted to an "Ac" category deputy Chef de Mission when:

- An NOC has five (5) or more athletes living in two (2) or more Olympic Villages where the NOC does not qualify for a deputy Chef de Mission under Rule 39 of the Olympic Charter.

It should be noted that this deputy Chef de Mission will come from within the team officials' quotas stipulated in "Winter Olympic Games Rule 39 Calculation Table" below.

Administrative and Technical Personnel

Refer to " Winter Olympic Games Rule 39 Calculation Table" ,

In addition to those listed below within "Winter Olympic Games Rule 39 Calculation Table" each NOC is entitled to:

- one team official for each discipline in which male competitors have been duly entered
- one team official for each discipline in which female competitors have been duly entered

Continued on next page

8.5 Team Officials Quotas for Winter Olympic Games, Continued

Medical and Security Personnel

There are no limits placed on the number of medical and/or security personnel in the team delegation as long as the total number of "Ao'" officials remains within the Rule 39 calculations.

Access entitlements for team Officials

A ratio based on percentage allows the NOCs to select the access entitlements for their team officials. This is stated in the table below:

Percentage of team officials	Venue Access	Zone Access
10%	• All competitions venues at which the NOC participates • Olympic Village	• Blue • R
25%	• Venues for up to 3 participating disciplines • Olympic Village	• Blue • R
65%	• Venue(s) for 1 participating discipline • Olympic Village	• Blue • R

Number of athletes and officials exceeding quota

If the total number of Olympic Village residents, including qualified athletes and eligible officials (calculated according to the above criteria), exceeds the number agreed to by the IOC, the IOC Executive Board will take the necessary measures to reduce the number of officials accommodated in the Olympic Village, or adapt the number according to availability.

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8.5 Team Officials Quotas for Winter Olympic Games, Continued

Sanctions

Sanctions will be taken against any NOC that attempts to circumvent the quota system by registering officials as athletes.

Winter Olympic Games Rule 39 Calculation Table

The following table states the team officials' quotas as stipulated above.

NO. ATHLETES	CHEF	DEPUTY	OFFICIALS	TOTAL
1 - 4	1		1	2
5 - 9	1		2	3
10 - 14	1		5	6
15 - 19	1		7	8
20 - 24	1		10	11
25 - 28	1		12	13
29 - 32	1		13	14
33 - 36	1		15	16
37 - 40	1		17	18
41 - 44	1	1	18	20
45 - 48	1	1	19	21
49 - 52	1	1	20	22
53 - 56	1	1	21	23
57 - 60	1	1	22	24
61 - 64	1	1	23	25
65 - 68	1	1	24	26

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8.5 Team Officials Quotas for Winter Olympic Games, Continued

Winter Olympic Games Rule 39 Calculation Table (continued)

NO. ATHLETES	CHEF	DEPUTY	OFFICIALS	TOTAL
69 - 72	1	1	25	27
73 - 76	1	1	26	28
77 - 80	1	1	27	29
81 - 84	1	2	28	31
85 - 88	1	2	29	32
89 - 92	1	2	30	33
93 - 96	1	2	31	34
97 - 100	1	2	32	35
105 - 109	1	2	33	36
110 - 108	1	2	34	37
109 - 112	1	2	35	38
113 - 116	1	2	36	39
117 - 120	1	2	37	40
121 - 124	1	2	38	41
125 - 128	1	2	39	42
129 - 132	1	2	40	43
133 - 136	1	2	41	44
137 - 140	1	2	42	45
141 - 144	1	2	43	46

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8.5 Team Officials Quotas for Winter Olympic Games, Continued

Winter Olympic Games Rule 39 Calculation Table (continued)

NO. ATHLETES	CHEF	DEPUTY	OFFICIALS	TOTAL
145 - 148	1	2	44	47
149 - 152	1	2	45	48
153 - 156	1	2	46	49
157 - 160	1	2	47	50
161 - 164	1	2	48	51
165 - 168	1	2	49	52
169 - 172	1	2	50	53
173 - 176	1	2	51	54
177 - 180	1	2	52	55
181 - 184	1	2	53	56
185 - 188	1	2	54	57
189 - 192	1	2	55	58
193 - 196	1	2	56	59
197 - 200	1	2	57	60
201 - 204	1	2	58	61
205 - 208	1	2	59	62
209 - 212	1	2	60	63
213 - 216	1	2	61	64
217 - 220	1	2	62	65