

**Dubai Sports City LLC**  
**ACCREDITATION POLICY**

**1. Accreditation Process**

Purpose: To describe responsibilities and relevant aspects of the issuing and controlling of accreditation to gain access to the venue.

Process description: The process of accreditation exists of two parts. First there is the actual issuing of the accreditation (deciding who gets accreditation and how) and second the actual control of the accreditation that people have to carry inside the perimeters of the venue.

Because there is also a legal side to accrediting, a number of items need to be clearly defined:

- 'venue' (what is part of the stadium)
- 'Accreditation': the right of access to one or more spaces / objects of the Cricket Stadium as allocated by the Cricket Stadium and for which the Cricket Stadium has issues a badge as proof to the accredited party.
- 'Badge': an individual and unique proof of accreditation which is produced and provided by the Cricket Stadium which states (name, function, company, picture, access possibilities ...)
- 'Functional Access': the right to access the Cricket Stadium, which is granted by the Cricket Stadium based on the functionality of the individual person.
- 'The Accredited': (i) every recipient with the right to functional access, (ii) every person that accepts to requirements in regards to functional access to the Cricket Stadium and (iii) every person that has received accreditation in relation to their
- Job (police, security staff, fire brigade etc.)

**2. Order and Safety**

- The accredited person needs to visibly wear the accreditation inside the venue. The ownership of the badge remains with the Cricket Stadium.
- The badges are divided into the following categories: (e.g. access zones: Field of Play / Front of House / Back of House, and/or during events.
- Each badge indicates the zones through the following colours (Green = Field of Play, Orange= Back of House,etc)
- A badge does not grant any right to seating inside the stadium.
- Stewards and security staff are, on behalf of the Cricket Stadium, responsible for checking of the badges.
- Stewards and security staff are always allowed to ask for accreditation, which the accredited person is obliged to show.
- An individual that can not show a valid accreditation will be denied access or immediately removed from the premises.

### **3. Complaints**

- Complaints' regarding the accreditation needs to be indicated within a week after the incident has occurred. This needs to be done with (person) and in writing.

### **4. Accreditation Request Procedure Description**

- The right of functional access to particular spaces that are part of the Cricket Stadium can be requested through (a form, online, in person, letter etc.)
- This form needs to be (signed, stamped) by (Cricket Stadium /requesting party).
- The general terms and conditions are included in the request form for accreditation.
- By signing for reception of the badge the accredited person accepts these terms and conditions.
- The contact person for accreditation requests is (person)
- The company reserves the right to cancel requests for accreditation at any given moment and without having to give any reason.
- The accredited person accepts beforehand any changes made to the general terms and conditions in terms of (data, procedures etc.).

## **5. Allocation of Accreditation Procedure Description**

- All accreditation forms will be analysed by the 'person/department', after which a decision will be made regarding approving or rejecting the accreditation request.
- After receiving the accreditation request the 'person/department' will decide on the approval/rejection of the request within (period)
- With the (partial) approval of accreditation an agreement is made between the applicant and Cricket Stadium. Each applicant declares to accept the general conditions connected to this agreement by accepting the accreditation.
- As a proof of the approval of functional access, the Cricket Stadium will provide a badge to the accredited person. This badge is only valid for the person and zone(s) that are indicated on this badge.
- For each individual only one (1) badge is issued. Changes made to the badge, unless performed by the Cricket Stadium, will make it invalid. In that case the Cricket Stadium is allowed to cancel the accreditation, without the need to give further explanation.
- The badges will only be issued in person
- The accredited person will need to sign for receiving the badge. By signing this form the accredited person will automatically accept the general terms and condition described in Appendix 1
- It is prohibited, unless written permission is granted by the Cricket Stadium, to carry over the functional access connected to the badge.

## **6. Types of Passes**

### **Venue Pass**

Photo pass for staff/media working solely at one venue e.g. local broadcast technicians, photographic runners, supplier staff, local journalists/photographers. This will be marked with abbreviations of the venues. This type of pass will be marked 'Venue Pass'. For those personnel working at more than one venue, a Tournament Pass will be issued.

## **7. Levels of Accreditation**

1. Zone one (green): Field of play
2. Zone two (Orange): VOC – Venue Operations Centre
3. Zone Three ( Blue) : Media Areas
4. Zone Four(Yellow) Right holders area (Broadcaster areas etc)
5. Zone Five (White): North East and West Stand and all other circulation areas between the stadium and the perimeter fences
6. Zone Six (Red): Players and Match Officials Area
  - a. Dressing rooms

- b. External match viewing areas
  - c. TV/Third Umpire room
  - d. Match Referee's room
  - e. Player's and Match Officials' Dining Areas
- 7. Zone 7 (Purple): Hospitality
  - 8. Zone 8 (Golden): Royal Box
  - 9. All Area Access (Black)

## **8. Sub Accreditation Levels**

Certain categories of personnel will be issued as sub accreditation to obtain access to restricted areas in order to perform their duties. These are produced so that access to these areas is restricted and not given as default zones.

The following devices will be used:

- **Bibs** - for Accredited Photographers, to be worn with a match-specific coloured bib insert.
- **Bibs** - for Accredited cameramen, to be worn with a match-specific coloured bib insert.
- **Wristbands** - for persons requiring temporary access to the Field of Play, such as Opening Ceremony performers and cameramen. Wristbands will be branded and colours alternate to discourage multiple use.
- **Vehicle Access Passes** - In general, deliveries should be made prior to venue 'lock down'. In exceptional cases and for pre-selected companies for which delivery on match day is deemed essential, Vehicle Access Passes will be issued. Vehicle passes are match day specific and contain a security hologram and colours of passes alternate to discourage multiple use.

## **9. Accreditation Pass to Include:**

- Photo
- Name of the event
- Zones
- Date and year of the event
- Logos of DSC, PCB and event
- DSC/Police seal

## **10. Accreditation Applications Categories**

- Security and Police
- Transport
- Stadium Management
- Medical
- Cleaning & Waste Management
- Catering
- Volunteers
- Cricket Operations
- Event Management
- Ticketing
- Merchandising
- VIP & Protocol
- Cricket Hospitality
- Media and Press
- All Rights Holders like broadcasters etc

## **11. Accreditation Forms : Attacheed**

## **12. Detailed Terms and Conditions:Attached**

## **13. Pass Types, Authorisers and default zones**

- All passes to be approved by head of departments of their areas and will require subsequent approval from Maqbul D & Zahid Noorani and ASCU.

## **14. Collection Points, Opening times and Contact details**

- Dubai Sports City Head Office

## **15. Cut off Dates**

**All accreditation forms to be submitted 20<sup>th</sup> October 2010.**

## **16. Accreditation Process**

- Forms with terms and conditions to be sent to all department co-ordinators.
- Department heads responsible for distribution and collection of all forms
- Accreditation office to be responsible for approvals
- Approved accreditations to be printed and delivered to Department heads
- All department heads to get signature of accredee at the time of physical issue of passes.