



INTERNATIONAL
OLYMPIC
COMMITTEE

Accreditation at the Olympic Games

DETAILED SPECIFICATIONS

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Accreditation at the Olympic Games - Detailed specifications - ACR Annex 1

April 2019

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Executive summary

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.

The 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 unauthorised people out of secure zones; and
- ensures that participants reach these areas in a safe and orderly manner.

Olympic Identity and Accreditation Card (OIAC)

The OIAC is a document which confers on its holder the right to take part in the Olympic Games. All matters relating to the OIAC, including the categories and related access rights, as well as the terms on which it is issued or withdrawn, are at the sole discretion of the IOC Executive Board (EB).

The OIAC has two functions:

- where applicable, together with a valid passport or official travel document, the OIAC is a temporary access visa to the Host Country; and
- once validated, the OIAC entitles the bearer to the necessary access to Olympic venues.

Rights attached to an OIAC

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 Organising Committee for the Olympic Games (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 [Chapter 8. - Accreditation charts](#) of this document list in detail all accreditation categories and, for each category, the list of eligible persons and their respective access rights by organisation type and category. The figures and entitlements for the different accreditation categories are provided for information and planning purposes only and will be finalised by the IOC in consultation with the OCOGs after the final sport and event programme and quotas are determined, in line with operational plans for key services.

Vehicles' accreditation

The VAPPS (Vehicle Access and/or Parking Permit Scheme) is the mechanism to control all vehicle access to the Olympic Route Network (ORN), precincts and venues. The Vehicle Access and/or Parking Permits (VAPP) provide the access and/or parking information to enable the driver, OCOG and authority personnel, such as traffic management and security agencies, to operate near and within Olympic venues. VAPPs are required for all vehicles, including watercraft. VAPPs are the responsibility of the OCOG Transport area to manage. VAPPs are assigned to individuals, organisations or specific vehicles.



Languages and visual symbols

In the event of any divergence between the French and English texts of this document the English text shall prevail, unless there is any express provision to the contrary.

To assist readers in finding specific types of information, the following symbols are applied:



Olympic Summer Games-specific content



Olympic Winter Games-specific content



Paralympic Games-specific content



numbers and statistics.



previous Games examples.



1. Olympic Identity and Accreditation Card (OIAC)

This chapter describes the purpose and types of OIAC.

This chapter contains the following topics:

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1.1. General conditions

As referred to in Rule 52 of the Olympic Charter, the OIAC confers on its holder the right to perform their Olympic function at the Olympic Games.

IOC grants accreditation

The IOC grants the OIAC to persons eligible for accreditation. The IOC EB may delegate all or part of this authority to the OCOG. The OCOG then makes the OIAC available to all persons designated by the IOC.

Meeting the category requirements

Accreditation issued for a specific category may not be used by anyone who does not meet the requirements applicable to that category. If an accreditation is linked to the performance of a specific function, the person using such accreditation must be qualified accordingly and must actually perform that function.

Establishes holder's identity

The OIAC establishes the identity of its holder and constitutes a document, which, together with the passport or other official travel document of the holder, authorises entry into the country in which the city organising the Olympic Games is situated.

Validity of OIAC

The OIAC allows the holder to stay and perform their Olympic function for a period of at least one month before and one month after the Olympic Games, without any additional immigration requirements.

Should an individual - who was deemed eligible for accreditation and who received a Pre-Valid Card (PVC) - no longer be eligible for accreditation for any reason, the individual is not permitted to use the PVC for entry into the Host Country. Doing so could put the individual at risk of entering the country without a correct immigration status.

OIAC must be validated

The OIAC does not permit access to Olympic venues until it has been validated on arrival in the Host Country.

Prior to being validated, it is referred to as a PVC.

On being presented at the validation counter or Accreditation Centre (together with a valid passport or official document with photo identification confirming the identity of the bearer), the PVC is validated and becomes the official identification document for the bearer throughout the Olympic Games period.

OIAC functions

The OIAC must contain all the information necessary to identify eligible persons to be present at the Games and to perform its twofold functions:

- an official travel document - where applicable, together with the passport or other official travel document of the bearer, the OIAC authorises entry into the Host Country; and



- an official Olympic document - the OIAC grants the bearer the necessary access to perform a specific function during the Olympic Games.

Not all accreditation cards authorise entry into the Host Country



Accreditation cards for the “P” (Olympic Summer Games only), “OCOG”, “S” and “X” categories do not authorise entry into the Host Country.

An accreditée within these categories must conform to the Host Country’s legislation and obtain an entry visa if required. If the right to enter the country is granted for those accreditation categories, the OCOG must submit the relevant OIAC procedures to the IOC for approval.

Responsible Organisations

Responsible Organisations (RO) are officially recognised by the IOC as the interlocutors of the OCOG for the conduct of business directly related to the Olympic Games and for the administrative task to process all necessary accreditation documents. This ensures a centralised coordination of the accreditation process and prevents individuals making requests directly to an OCOG for accreditation.

The Responsible Organisations for the OIAC are:

- the IOC, and through it the TOP Partners, press and photographers;
- the IOC, Olympic Broadcasting Services (OBS) and through them the Rights-Holding Broadcasters (RHBs);
- the International Federations (IF);
- the National Olympic Committees (NOCs) and through them the written press and photographers;
- the host OCOG and through it the OCOG Marketing Partners; and
- future OCOGs.

Responsible Organisations, through their authorised representative, must complete and return all required documents and forms to the OCOG within the set deadlines and deliver pre-valid OIACs to their rightful bearers. They must ensure that all persons registered by them meet the requirements applicable to that category.

No issuance of accreditations in return for financial consideration

No accreditation whatsoever may be issued in return for any financial consideration. If any accreditation is issued to a person who has him/herself, or through an entity owned and/or controlled by them, provided financial assistance or support to the person or entity requesting such accreditation, the nature and amount of such assistance or support must be disclosed.



Paralympic Games accreditation

The Paralympic Games Accreditation Card will be different from the OIAC.

A separate Paralympic Games accreditation application must be completed and returned. However, the process for gaining accreditation to the Paralympic Games mirrors that for the Olympic Games. Refer to the Accreditation at the Paralympic Games – Detailed specifications (June 2018) (HCC – Operational Requirements ACR Annex 2) for further information.



1.2. Specifications of the card

Form of the card

The OIAC is a large card displaying several elements of information about its bearer on its front and back.

Languages on the card

The languages of the information on the card are:

- French;
- English; and
- the language of the Host Country.

Principal elements

The principal elements to be visible on the card are:

- the official Games logo and designation;
- a large category letter with background colour as indicated in the accreditation charts (refer to [Chapter 8. - Accreditation charts](#));
- a recent (within last six months) colour photograph of the bearer (passport standard), on both sides of the card. Typically, a passport-sized photo should be provided digitally or in hard-copy.;
- personal information about the card-holder on both sides of the card (name, function, Responsible Organisation);
- codes determining the venue, zone and transport rights to which the bearer is entitled;
- seating access indicating the name of the reserved seating section, where applicable;
- a personal identity number on both sides of the card, usually referencing that individual's accreditation application form number;
- various security systems or measures to prevent the production of fake cards;
- Marketing Partner recognition for those linked with accreditation; and
- text granting consent to use the bearer's likeness and name:

"This Olympic Identity and Accreditation Card (OIAC) remains the property of the International Olympic Committee (IOC) and can be withdrawn, with immediate effect, at the IOC's sole discretion. By using this Card, I agree to be photographed, identified and/or otherwise recorded by the Organising Committee of the Olympic Games (OCOG)/the IOC or third parties authorised by them, and that such photographs, films or recordings ("Recordings") can be used in a commercial or non-commercial manner, without payment, for the maximum duration permitted by law, in any format and through any media, for the promotion of the Olympic Movement. The IOC shall be sole owner of any intellectual property rights (including copyright) in any Recording that I create within, from or of the Venues ("Content") without further authorisation from, or compensation to me, or anyone acting on my behalf. Without limiting the foregoing, I assign any rights I may have in respect of the Content to the IOC, including without limitation the right to make derivative works, waiving all moral rights. The IOC grants to me a limited and revocable licence to use the Content provided such use

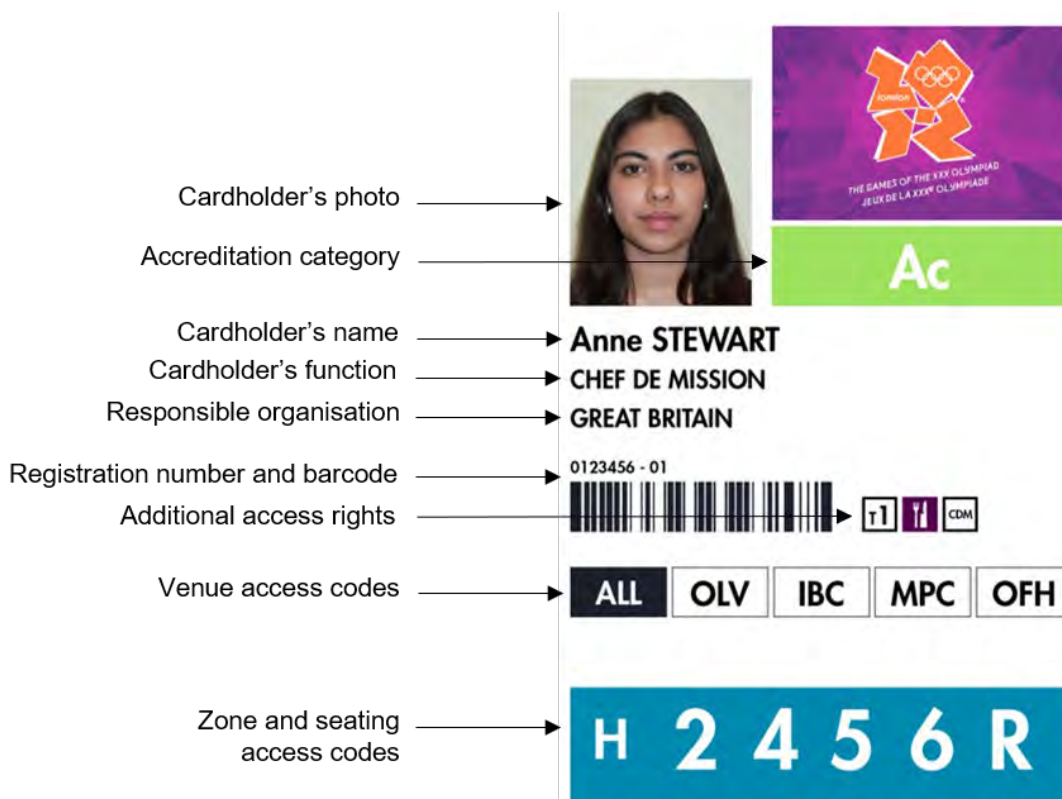


is personal, private, non-commercial and non-promotional and otherwise complies with any additional IOC requirements (including the “Social Media Guidelines”). I also confirm that I fulfil the qualifications and conditions required by the IOC in order to be issued this OIAC, and that I shall comply with the Olympic Charter, the IOC Code of Ethics and other applicable IOC regulations.

I confirm that, as part of the accreditation process for the Olympic Games, I have authorised my responsible organisation to transmit certain information about myself to the IOC and the OCOG and agreed to such data being used by the IOC and the OCOG and, where necessary, shared with third parties, for the purposes of facilitating my participation in, and/or organising, the Olympic Games (including, without limitation, for the purposes of conducting the accreditation process and granting my accreditation, ensuring the security of the Games and safety of participants, carrying out general Games administration activities and providing me certain Games-related services as well as ensuring compliance with the Olympic Charter, the IOC Code of Ethics, and other rules applicable to accredited persons).”

Example An example of the OIAC is provided below:

Front of card





Back of card

The card contains the following information:

- OIAC terms:** This Olympic Identity and Accreditation Card (OIAC) remains the property of the International Olympic Committee (IOC) and may be withdrawn, with immediate effect, at the IOC's sole discretion. By using this Card, I agree to be bound, identified, photographed, identified and otherwise recorded during the Olympic Games under the conditions and for the purposes set or authorised by the IOC in relation to the protection of the Olympic Games and the Olympic Movement. I agree that all photographs and moving images taken by me at the Olympic Games, including those of athletes competing within any Olympic venue, shall be used solely for personal and non-commercial purposes, unless the prior written consent is obtained from the IOC. I also confirm that I fulfil the qualifications and conditions required by the IOC in order to be issued this OIAC, and that I shall comply with the Olympic Charter, the IOC Code of Ethics and other applicable IOC regulations. I also agree to information about myself being collected by the IOC and the Organising Committee and to such data being stored and used by them, and, where necessary, third parties, for the purposes of facilitating my participation in, and/or organising, the Olympic Games.
- Cardholder's name, function and responsible organisation:** Anne STEWART, CHEF DE MISSION, GREAT BRITAIN
- Games logo:** The Olympic rings logo.
- Cardholder's identification and registration number:** 800123436, 0123456 - 01
- Description of codes:**
 - ALL:** ALL SPORT VEHICLES / TOUS SITES DES SPORTS
 - IBC:** INTERNATIONAL BROADCAST CENTRE / CENTRE INTERNATIONAL DE RADIO-TV
 - OFH:** OLYMPIC FAMILY HOTELS / HOTELS DE LA FAMILLE OLYMPIQUE
 - 2:** ATHLETE PREPARATION AREAS / AIRES DE PREPARATION ATHLETES
 - 5:** BROADCAST AREAS / AIRES POUR RADIO-TELEVISION
 - R:** OLYMPIC VILLAGE RESIDENTIAL ZONE / ZONE RESID. DU VILLAGE OLYMPIQUE
 - 11:** OLYMPIC VILLAGE DINING / RESTAURANT DU VILLAGE OLYMPIQUE
 - OLV:** OLYMPIC VILLAGES / VILLAGES OLYMPIQUES
 - MPC:** MAIN PRESS CENTRE / CENTRE PRINCIPAL DE PRESSE
 - 4:** FIELD OF PLAY / AIRES DE COMPETITION
 - 6:** PRESS AREAS / AIRES RESERVEES A LA PRESSE
 - 10A:** OLYMPIC FAMILY AREAS / AIRES POUR LA FAMILLE OLYMPIQUE
 - 11:** OLYMPIC PARK COMMON DOMAIN / DOMAINE COMMUN DU PARC OLYMPIQUE
 - 11:** ALLOCATED VEHICLE AND DRIVER / VEHICULE RESERVE AVEC CHAUFFEUR
- Zone and seating access codes:** H 2 4 5 6 R

Figure 1: Example of the Olympic Identity and Accreditation Card

Any additional elements added to the card (e.g. RFID) are subject to IOC approval and should ensure that the experience and service level of the participant is not impacted during the issuance, validation and use of the OIAC.



1.3. Two part card

A two part card is essentially an OIAC divided into two parts:

- identity card – contains the accreditee's information (name, accreditation number, photo, their role and organisation); and
- upgrade – has the entitlements identified on it.

The two “parts” must be worn together to allow access to any entitlements on the upgrade.

The first part of the card, the identity card, is kept by the bearer at all times; by itself it does not give the bearer access to any venues.

The second part of the card, the upgrade is transferable to any accredited person within the same Responsible Organisation and can grant access for operational purposes to any venues, within venues zones and transport rights.

Purposes of two part card

The purposes of a two part card are:

- the upgrade can be transferred among accredited people; and
- it gives a Responsible Organisation the flexibility to redeploy staff throughout a venue or among venues on a day-to-day basis.

Example An example of the two part card is provided below:

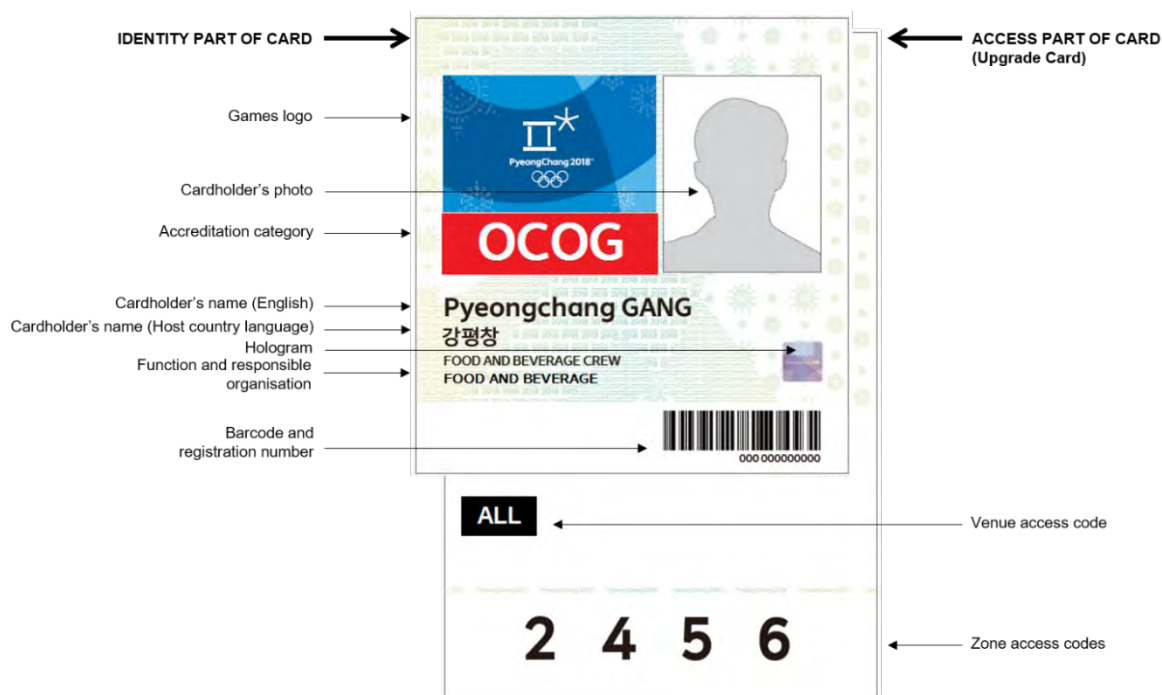


Figure 2: Example of the two part card



1.4. Substitution rules and multiple roles

In principle, an individual is entitled to only one OIAC.

If an individual has several valid “accreditable” functions, the “highest” function is normally selected, and no substitutes may directly benefit from the unused accreditations.

Individuals are entitled to accreditation because of their role at the Olympic Games. If the incumbent does not attend the Olympic Games, their right to accreditation cannot be given to another person except in the cases defined below.

Exceptions

For an NOC with athletes participating in the Games, or an IF on the Games programme, whose President and/or Secretary-General is an IOC Member or is not present at the Games, the Responsible Organisation concerned may request accreditation for a member of the organisation’s executive board, in the appropriate accreditation category (“NOC” or “IF”) and with the same rights afforded to that category.

Replacement is permitted for an NOC President and/or Secretary-General who performs the function of Chef de Mission for their NOC.

For NOCs without participating athletes and IFs not on the Games programme, no replacement is permitted.

Multiple “accreditable” roles

Any person with multiple official functions at the Games may receive only one accreditation in the most appropriate category, but combining all the rights necessary to fulfil all legitimate roles.

No substitution or replacement accreditation is permitted for the other categories, or for persons not present at the Games, other than in the cases explained above.

In case of a duplicate in the database, the OCOG should contact both Responsible Organisations that submitted the data to define which role the individual will fulfil at the Olympic Games (one of them or both). The OCOG should contact the IOC for resolution only in case the situation cannot be solved.



1.5. Accompanying persons

Definition

Some accredited persons are entitled to one accompanying guest, to accommodate the presence and accreditation of a spouse or a close family member.

Guest entitlement

The accompanying guest is only entitled to accreditation if the person who has the right to invite attends the Games, and only for the period during which the “host” is present at the Games.

The accompanying guest’s OIAC can only be validated once the person who has the right to invite has been accredited.

Designation and access rights

Accompanying guests are accredited in the same category as their “host”, but a graphic depiction represented by “***” is added to the category designation and visually displayed on the accreditation card.

The rights granted to the person who has the right to invite do not necessarily extend to the accompanying guest.



1.6. Transferable accreditation

A number of transferable accreditation cards are allocated to the IOC, the IFs and the NOCs. The aim is to:

- give Responsible Organisations a means of accrediting a number of guests within a set quota, by rotating the right to accreditation; and
- temporarily upgrade access rights for accredited persons.

Types of transferable cards

There are two types of transferable accreditation cards:

- nominative transferable cards; and
- upgrade transferable cards.

1.6.1. Nominative transferable cards

This type of OIAC is a personalised individual card displaying the photograph, name, function and Responsible Organisation of the holder and their access entitlements.

It is typically given to individuals not otherwise eligible for accreditation.



Quotas

The table below outlines the category type and number of cards that are issued by the OCOG to the people designated by the eligible Responsible Organisation (RO).

| Responsible Organisation (RO) | Category | Population | Number of cards issued | Transferable | Maximum number of participants registered per RO |
|----------------------------------|----------|---------------------------------|------------------------|--|--|
| IFs on the Games programme | "IF" | Transferable guest | 12 per IF | 2 times | 36 |
| NOCs with participating athletes | "NOC" | President and Secretary-General | 2 per NOC | 1 time | 4 |
| NOCs with participating athletes | "NOC**" | Accompanying guest | 2 per NOC | 1 time (not linked to the transfer above) | 4 |
| NOCs with participating athletes | "NOC" | Sports Ministers | 1 per NOC | 1 time (only when responsibility is shared by 2 or | 2 |



| Responsible Organisation (RO) | Category | Population | Number of cards issued | Transferable | Maximum number of participants registered per RO |
|----------------------------------|----------|---|--|--|--|
| NOCs with participating athletes | "NOC" | Transferable guest | 1 per 10 athletes (Winter) 1 per 20 athletes (Summer) | 2 times managed on a pool basis as long as quota and number of transfers are not exceeded. | As per Rule 38 quota * 3, e.g. Winter Games 100 athletes = 10 transferable guests Maximum participants = 30 |
| NOCs | "O" | Candidate/Interested City Executives | 4 per NOC | 1 time | 8 |
| TOP Partners | "TOP" | Senior Executive and accompanying guest | Limited by contract | 3 times | Quota identified in the contract * 4 |
| NOCs with participating athletes | "Ao" | Team officials and additional officials | Subject to Rule 38 | 2 times (only up to 50% of the number of "Ao" accreditations) managed on a pool basis as long as quota and number of transfers are | As per Rule 38 |

Process

To transfer the use to another person and receive a new card, the Responsible Organisation must:

| Phase | Description |
|-------|--|
| 1 | Submit an application for the prospective bearer by the required deadline. |
| 2 | Ensure that its established quota is not exceeded. |
| 3 | Inform the OCOG (in person or online) as to when a participant will be activated/transferred within an agreed time period. |
| 4 | Inform participants when their PVC can be activated and the date when their accreditation will be transferred (cancelled). |



2. Additional access passes and devices

This chapter describes the additional access passes and devices to the OIAC used at the Olympic Games and their distribution to those eligible.

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2.1. Guest pass

Temporary visiting access may be granted to persons not accredited or whose accreditation does not permit automatic access to some controlled Olympic venues.

Affected venues

The venues concerned by such passes are:

- Olympic Village(s);
- Main Press Centre (MPC);
- International Broadcast Centre (IBC);
- Olympic Family Hotel(s) (OFH) (if judged appropriate);
- OCOG's administrative headquarters (if judged appropriate);
- IOC's temporary administrative offices (if judged appropriate); and
- competition venues (IF guest pass and NOC training access pass).

Guest pass application approval

Detailed policies and procedures related to the application and approval processes for guest passes at each of these venues are to be developed by the OCOG and approved by the IOC. It is highly recommended that the OCOG develop a standard application process for the above guest pass types and also that any additional pass that allows access to a competition venue display a photograph of the bearer.

2.1.1. Olympic Village guest pass

Issued only to those with need

To protect the privacy and security of Village residents, only those persons who have a functional need to enter the Olympic Village are granted permanent access. Guest passes will be issued to those individuals in need of temporary access to the Olympic Village for visiting purposes.

Four types

There are four different types of Olympic Village guest passes:

- NOC guest passes which grant access to the Olympic Village Plaza and/or the Residential Zone (RZ);
- IOC guest passes which grant access to the Olympic Village Plaza and/or the RZ;
- media guest passes which grant access to the Olympic Village Plaza; and
- Marketing Partner guest passes which are limited by contract and grant access to the Olympic Village Plaza.



2.1.1.1. Olympic Village guest pass NOC allocation

This access pass system allows NOC visitors, friends and family of delegations, dignitaries and Marketing Partners' access to the Olympic Village.

The guest pass system is operated by the OCOG within the Guest Pass Centre at the perimeter of the Village for print and distribution of the passes to this population.

NOC delegations process

Each NOC delegation is assigned a daily quota of guest passes to the Olympic Village according to NOC team size.

They are to be used at the discretion of the NOC, which is responsible for its visitors in the Olympic Village at all times.

The passes are administered by the OCOG through the Village Guest Pass Centre.

NOC guests are able to visit the Olympic Village Plaza unaccompanied. However, should an NOC guest enter the RZ, the guest must be accompanied at all times by a member of the NOC delegation.

No guest will be permitted into the Olympic Village if an official request form is not submitted prior to their arrival at the Village Guest Pass Centre.

The IOC reserves the right to modify these quotas at its own discretion and at any time before and during the Olympic Games.

Process

The table below describes the process for Olympic Village guest pass distribution to NOC guests.

| Phase | Description |
|-------|--|
| 1 | NOC receives daily requests for friends and family of delegation, dignitaries, NOC visitors and Marketing Partners. |
| 2 | NOC submits requests to Village Guest Pass Centre on official form (hard copy or online) prior to the time the passes are required, within NOC quota numbers. |
| 3 | NOC ensures that guests are informed of the need to provide an official document with photo identification, e.g. passport, on the day of the visit. |
| 4 | Guests arrive at Village Guest Pass Centre and exchange accreditation card or official document with photo identification for guest pass. |
| 5 | NOC receives and chaperones guests within RZ of the Village. |
| 6 | NOC guests ensure guest passes are returned in exchange for accreditation card or official document on departure or prior to the closing of the Village Guest Pass Centre. |



NOC quotas - Olympic Winter Games



The maximum number of guests per NOC at any given time is calculated as follows:

| Delegation size | Number of guests |
|-----------------|------------------|
| 1- 30 | 7 |
| 31- 35 | 8 |
| 36- 40 | 10 |
| 41- 45 | 11 |
| 46- 50 | 12 |
| 51- 60 | 13 |
| 61- 70 | 14 |
| 71- 80 | 16 |
| 81- 90 | 17 |
| 91- 100 | 18 |
| 101- 110 | 19 |
| 111- 120 | 20 |
| 121- 130 | 22 |
| 131- 140 | 23 |
| 141- 148 | 24 |
| 149- 156 | 25 |
| 157- 164 | 26 |
| 165- 172 | 28 |
| 173- 180 | 29 |

| Delegation size | Number of guests |
|-----------------|------------------|
| 181- 188 | 30 |
| 189- 196 | 31 |
| 197- 204 | 32 |
| 205- 212 | 34 |
| 213- 220 | 35 |
| 221- 228 | 36 |
| 229- 236 | 37 |
| 237- 244 | 38 |
| 245- 252 | 40 |
| 253- 260 | 41 |
| 261- 268 | 42 |
| 269- 276 | 43 |
| 277- 284 | 44 |
| 285- 292 | 46 |
| 293- 300 | 47 |
| 301- 308 | 48 |
| 309- 316 | 49 |
| 317- 324 | 50 |
| 325 + | 51 |



NOC Quotas Olympic Summer Games



The maximum number of guests per NOC at any given time is calculated as follows:

| Delegation size | Number of guests |
|-----------------|------------------|
| 1- 30 | 6 |
| 31- 35 | 7 |
| 36- 40 | 8 |
| 41- 45 | 9 |
| 46- 50 | 10 |
| 51- 60 | 11 |
| 61- 70 | 12 |
| 71- 80 | 13 |
| 81- 90 | 14 |
| 91- 100 | 15 |
| 101- 110 | 16 |
| 111- 120 | 17 |
| 121- 130 | 18 |
| 131- 140 | 19 |
| 141- 148 | 20 |
| 149- 156 | 21 |
| 157- 164 | 22 |
| 165- 172 | 23 |
| 173- 180 | 24 |
| 181- 188 | 25 |
| 189- 196 | 26 |
| 197- 204 | 27 |
| 205- 212 | 28 |
| 213- 220 | 29 |
| 221- 228 | 30 |
| 229- 236 | 31 |
| 237- 244 | 32 |
| 245- 252 | 33 |
| 253- 260 | 34 |
| 261- 268 | 35 |

| Delegation size | Number of guests |
|-----------------|------------------|
| 269- 276 | 36 |
| 277- 284 | 37 |
| 285- 292 | 38 |
| 293- 300 | 39 |
| 301- 308 | 40 |
| 309- 316 | 41 |
| 317- 324 | 42 |
| 325- 332 | 43 |
| 333- 340 | 44 |
| 341- 348 | 45 |
| 349- 356 | 46 |
| 357- 364 | 47 |
| 365- 372 | 48 |
| 373- 380 | 49 |
| 381- 388 | 50 |
| 389- 396 | 51 |
| 397- 404 | 52 |
| 405- 412 | 53 |
| 413- 420 | 54 |
| 421- 428 | 55 |
| 429- 436 | 56 |
| 437- 444 | 57 |
| 445- 452 | 58 |
| 453- 460 | 59 |
| 461- 468 | 60 |
| 469- 476 | 61 |
| 477- 484 | 62 |
| 485- 492 | 63 |
| 493- 500 | 64 |
| 501- 510 | 65 |



| Delegation size | Number of guests |
|-----------------|------------------|
| 511-520 | 66 |
| 521-530 | 67 |
| 531-540 | 68 |
| 541-550 | 69 |
| 551-560 | 70 |

| Delegation size | Number of guests |
|-----------------|------------------|
| 561-570 | 71 |
| 571-580 | 72 |
| 581-590 | 73 |
| 591-600 | 74 |
| 600 + | 75 |

2.1.1.2. Olympic Village guest pass media allocation

The Olympic Village constitutes the most sensitive of the Olympic venues.

The athletes, through the IOC Athletes' Commission, have expressed their desire for all concerned to facilitate contact between the athletes and the accredited media. This is to be done within the limits imposed, and with an understanding of mutual respect for each other's interests.

This is coordinated between the IOC, OBS and the OCOG. The IOC sets the rules pertaining to access to the Olympic Village.

Media access to Olympic Village Plaza

This access pass system allows eligible accredited media access to the Olympic Village.

The Village media allocation is restricted to the Olympic Village Plaza where media can interview athletes and experience the athletes' home.

A media access gate (categories "E" and "RT") is operated by the OCOG at the perimeter of the Village for distribution of the passes to this population.

Holders of "ENR" accreditations are not permitted to take video or audio equipment into the Olympic Village, including the Olympic Village Plaza.



Process

The table below describes the process for Olympic Village guest pass distribution to the media:

| Phase | Description |
|-------|--|
| 1 | "E" and "RT" accredited media go to Olympic Village media access gate. |
| 2 | Exchange accreditation card for guest pass. |
| 3 | On departure, accredited media return to media access gate to return the pass and retrieve their accreditation card. |

The IOC has set a quota according to categories for the maximum number of media permitted inside the Olympic Village at any given time.

If there is more than one Olympic Village a quota for each will be established by the IOC. A number of guest passes within the quota may be permanently allocated by OBS to some broadcasters, pools and OBS.

5%1#8

| Category | Number of guest passes |
|----------|------------------------|
| E | 200 |
| RT | 200 |

Media access to RZ

The media have no access to the RZ except in the following cases:

- During the media tour held before the start of the Games and organised by the IOC. Media tours of the Olympic Villages will be offered in the week prior to the opening ceremony. During these tours, NOCs may invite media into their residential area, taking responsibility for those media.
- RHBs may set up permanent facilities in the RZ only with the written agreement of OBS and the NOC concerned, who must also regulate the operation of these facilities. Such permanent facilities are subject to the following conditions:
 - RHBs must obtain the approval for the establishment of the permanent facilities with their particular NOC. OBS must approve all elements required for set-up. RHBs will be responsible for all associated installation costs (Cable Television, Audio-visual, etc.).
 - Each RHB will be allowed a limited number of personnel to access their approved space.
 - RHBs' set-up must be completed 48 hours prior to the opening ceremony of the Games. Set-up, including the entry or removal of equipment, will not be allowed in the RZ after this time and for the duration of the Games.
 - The NOC concerned and the Chef de Mission assume full responsibility for the RHB's presence on their premises and for any consequence thereof.
 - The NOC must escort authorised RHBs at all times while on their premises and within the RZ.
 - RHBs are only allowed to shoot or conduct interviews within the specified NOC spaces and nowhere else.



- RHBs are not allowed to shoot any other function or area of the Olympic Village, including the main dining facilities or public spaces.
- RHBs are not allowed to produce footage of or interview any other athlete or official from another NOC.
- In the event of special, official visits or events in the Olympic Village RZ (Heads of State [HOS]), Cultural, etc.) OBS will provide pool media coverage to all RHBs. No other media will be allowed to cover such events.
- No other members of the media, including members of the press, will be allowed access into the RZ.
- No ENR filming is allowed within the Olympic Village, including the Olympic Village Plaza.

2.1.1.3. Olympic Village guest pass Marketing Partner allocation

This access pass allows some Marketing Partner guests to access the Olympic Village.

The guest pass is restricted to the Olympic Village Plaza and the quota of daily guest passes (non-cumulative) for each Marketing Partner is limited by contract.

Village Guest Pass Centre

A Village Guest Pass Centre is operated by the OCOG at the perimeter of the Village for distribution of the passes to this population.

Process

The table below describes the process for Olympic Village guest pass distribution to Marketing Partner guests:

| Phase | Description |
|-------|---|
| 1 | Marketing Partners submit requests to the Olympic Village Guest Pass Centre in advance. |
| 2 | On arrival at the Village Guest Pass Centre, Marketing Partner guests present an accreditation card or an official document valid for the guest pass process (e.g. passport or official travel document for foreigners, driver's license for nationals, etc.) to establish identity and exchange it for a guest pass. |
| 3 | On departure, Marketing Partner guest returns the guest pass in exchange for their accreditation card or official document prior to the closing of the Village Guest Pass Centre. |

2.1.2. MPC guest pass

Subject to IOC agreement, the OCOG may issue guest passes for the MPC to guests of the accredited media and visitors.

An individual can be granted a maximum of five guest passes during the Olympic Games, unless a different number has been agreed by the IOC.



MPC Guest Pass Centre

An MPC Guest Pass Centre will be located within the perimeter of the MPC.

The MPC Guest Pass Centre will have separate access from the main entrance of the MPC (accessible to personnel already accredited) and from the access control points.

Process

The table below describes the process for MPC guest pass distribution:

| Phase | Description |
|-------|---|
| 1 | Application is made to the MPC Guest Pass Centre in advance. |
| 2 | On arrival guest/visitor presents at the MPC Guest Pass Centre an accreditation card and/or official document (passport) if not accredited to establish identity. |
| 3 | OCOG distributes guest pass to guest/visitor. |
| 4 | Guest/visitor is not required to return the guest pass to the MPC Guest Pass Centre when leaving the venue. |

2.1.3. IBC guest pass

OBS may issue guest passes for the IBC to guests of the accredited media and visitors.

IBC Guest Pass Centre

An IBC Guest Pass Centre will be located within the perimeter of the IBC, immediately adjacent to the main entrance of the building and will be easily accessible by anyone who does not have the required venue code.

The IBC Guest Pass Centre will have separate access from the main entrance to the IBC (accessible to personnel already accredited) and from the access control points.

Process

The table below describes the process for IBC guest pass distribution:

| Phase | Description |
|-------|---|
| 1 | Application is made to the IBC Guest Pass Centre in advance. |
| 2 | Guest/visitor arrives at the IBC Guest Pass Centre and exchanges accreditation card or official document with photo identification for guest pass. |
| 3 | OBS/RHBs receive and chaperones guest/visitor within the IBC. |
| 4 | On departure or prior to IBC Guest Pass Centre closure, guest/visitor returns the guest pass in exchange for accreditation card or official document. |



2.1.4. OFH guest pass

The OCOG may issue guest passes for the OFH to guests of those residing within the hotel, media and visitors.

The following passes are generally issued at the OFH Guest Pass Centre: guest pass, resident pass and media pass.

OFH Guest Pass Centre

An OFH Guest Pass Centre will be located within the perimeter of the OFH.

The OFH Guest Pass Centre will have separate access from the main entrance to the OFH (accessible to personnel already accredited) and from the access control points.

Process

The table below describes the process for OFH guest pass distribution:

| Phase | Description |
|-------|---|
| 1 | Application is made to the OFH Guest Pass Centre in advance. |
| 2 | On arrival the guest/visitor presents at the OFH Guest Pass Centre an accreditation card and/or official document valid for the guest pass process (e.g. passport or official travel document for foreigners, driver's license for nationals, etc.), to establish identity. It is not an IOC requirement for the guest/visitor to exchange the OIAC or document to obtain a guest pass. |
| 3 | OCOG distributes guest pass to guest/visitor. |
| 4 | Guest/visitor is not required to return the guest pass to the OFH Guest Pass Centre when leaving the venue. |



2.1.5. IF guest pass (Olympic Summer Games only)

The IF may receive guest passes for access to a session of their respective competition venues to IF guests.

IF guest pass access

This guest pass allows access to the Federation Stand accredited seating and the Olympic family lounge.

Quotas

The IOC establishes a quota for the number of guest passes that can be allocated per session with each IF for all of their competition venues.

Guest pass distribution

The IF guest passes will be distributed at the Venue Accreditation Office (VAO) that is located within the perimeter of the competition venue.

Process

The table below describes the process for IF guest pass distribution:

| Phase | Description |
|-------|--|
| 1 | IF applies for an IF guest pass through the OCOG (similar to the Application for Accreditation process) |
| 2 | On arrival guest/visitor presents at the VAO an accreditation card and/or official document valid for the guest pass process (e.g. passport or official travel document for foreigners, driver's license for nationals, etc.), if not accredited, to establish identity. |
| 3 | OCOG distributes guest pass to guest/visitor. |
| 4 | Guest/visitor is not required to return the guest pass to the VAO when leaving the venue. |



2.1.6. NOC training access pass

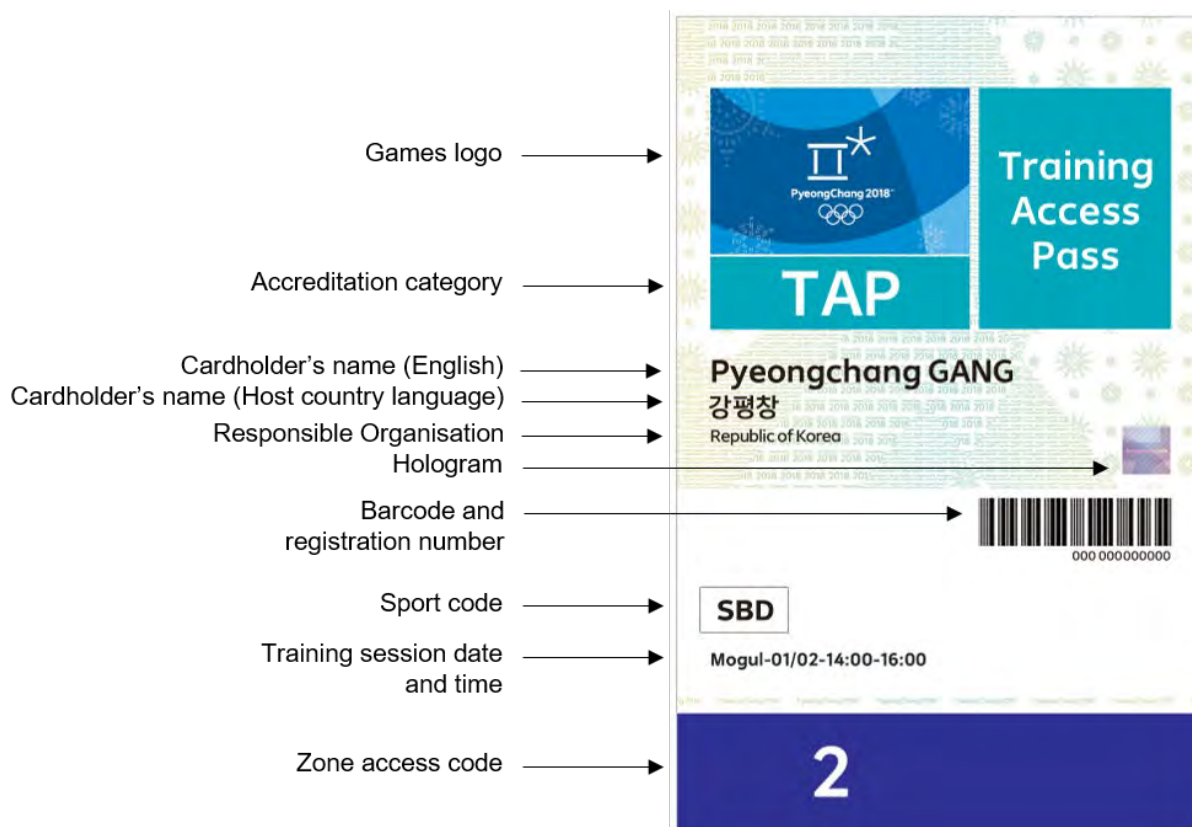
Training access passes allow registered members of an NOC delegation, who are considered essential to the athletes' preparation for the Games, to have access to training venues (and competition venues which are used for training). This process must be coordinated by NOC Services in collaboration with Sport, Security, Event Services, Venue Management and the Accreditation areas.

This pass allows access to training venues and competition venues, only on the days when there is no competition taking place at that specific venue. Exceptions for specific sports may apply.

Example

The image below demonstrates a typical training access pass.

Front of card





Back of card

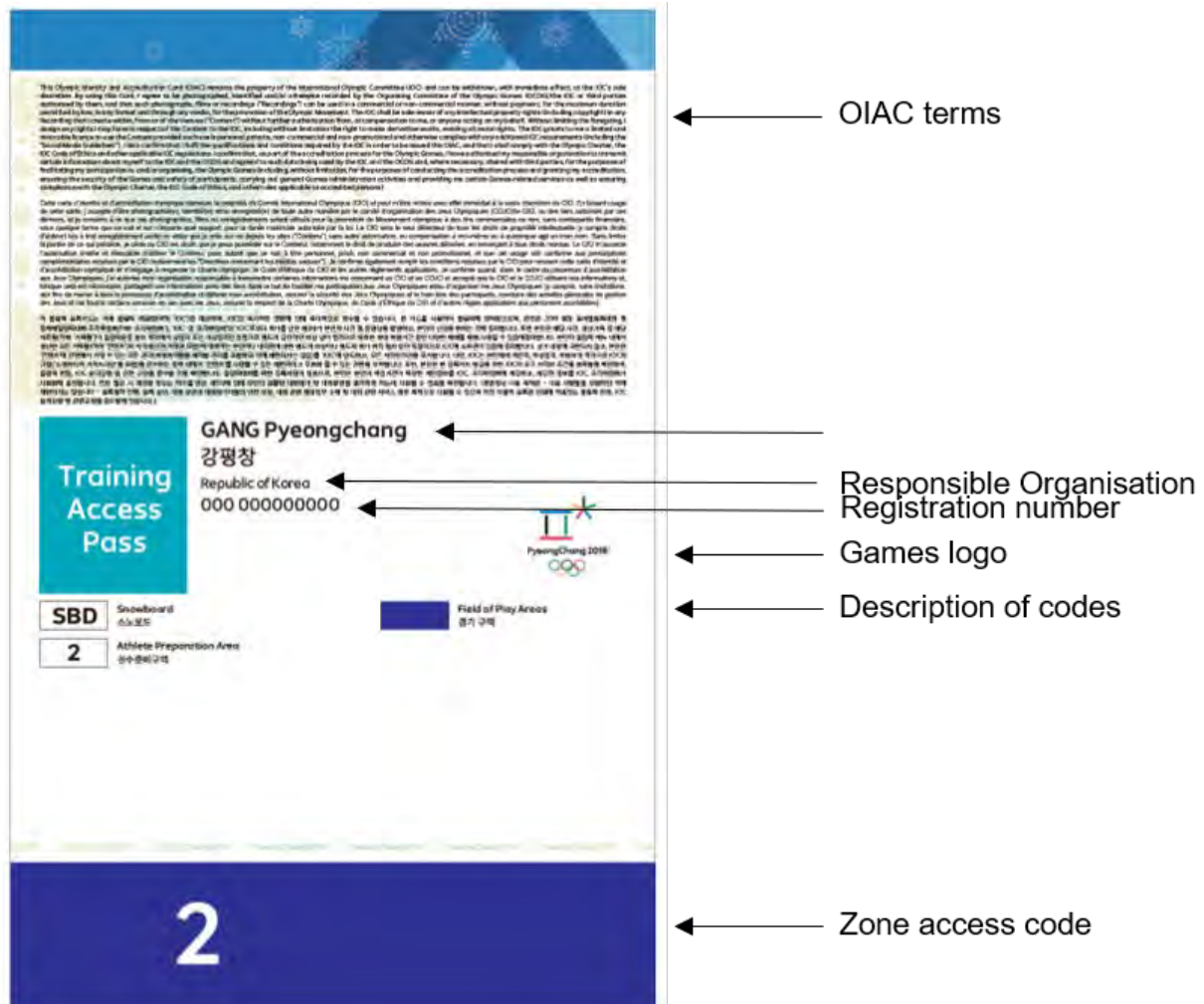


Figure 3: Example of an NOC training access pass

Quotas

The overall quota is proposed by the NOC Services area and within that, individual quotas per sport are to be proposed by the Sport area following consultation with each respective IF. Final quotas, the policy and the procedure, shall be submitted to the IOC for approval.

Training access pass distribution

Appropriate resources should be allocated by the OCOG to handle Games-time requests and delivery of training access passes in a timely manner.



Process

| Phase | Description |
|-------|--|
| 1 | NOC applies for a training access pass through the OCOG's guest pass system |
| 2 | On arrival guest/visitor presents at the venue an accreditation card and/or official document valid for the training access pass process (e.g. passport or official travel document for foreigners, driver's license for nationals, etc.), if not accredited, to establish identity. |
| 3 | OCOG distributes training access pass to guest/visitor. |
| 4 | Guest/visitor is not required to return the training access pass to the venue when leaving the venue. |



2.2. Day pass

Purpose

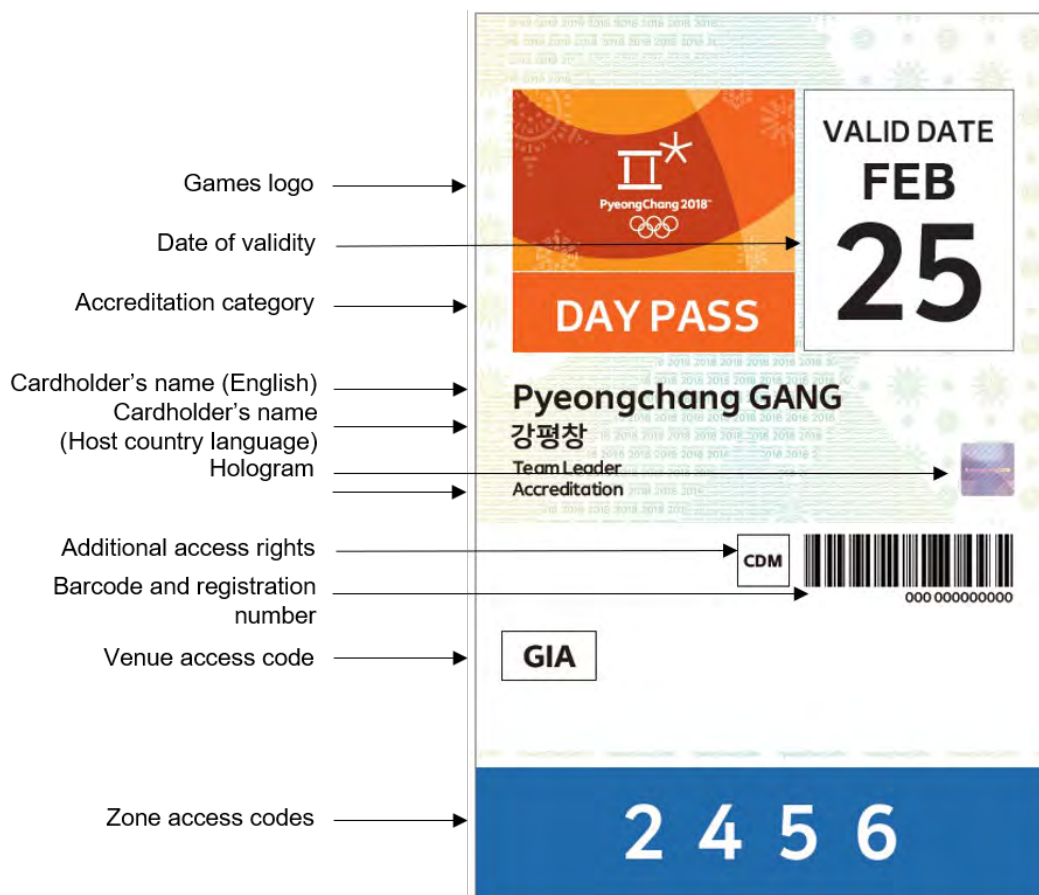
The day pass is designed to permit temporary access for operational purposes to Olympic competition and non-competition venues and is usually valid for a single venue and only on the day it is issued.

The day pass operates under the same principles as the OIAC and adopts the same features, with the exceptions being an expiry date instead of an individual's photo and no category code.

Example

The image below demonstrates a typical Olympic Games day pass.

Front of card





Back of card

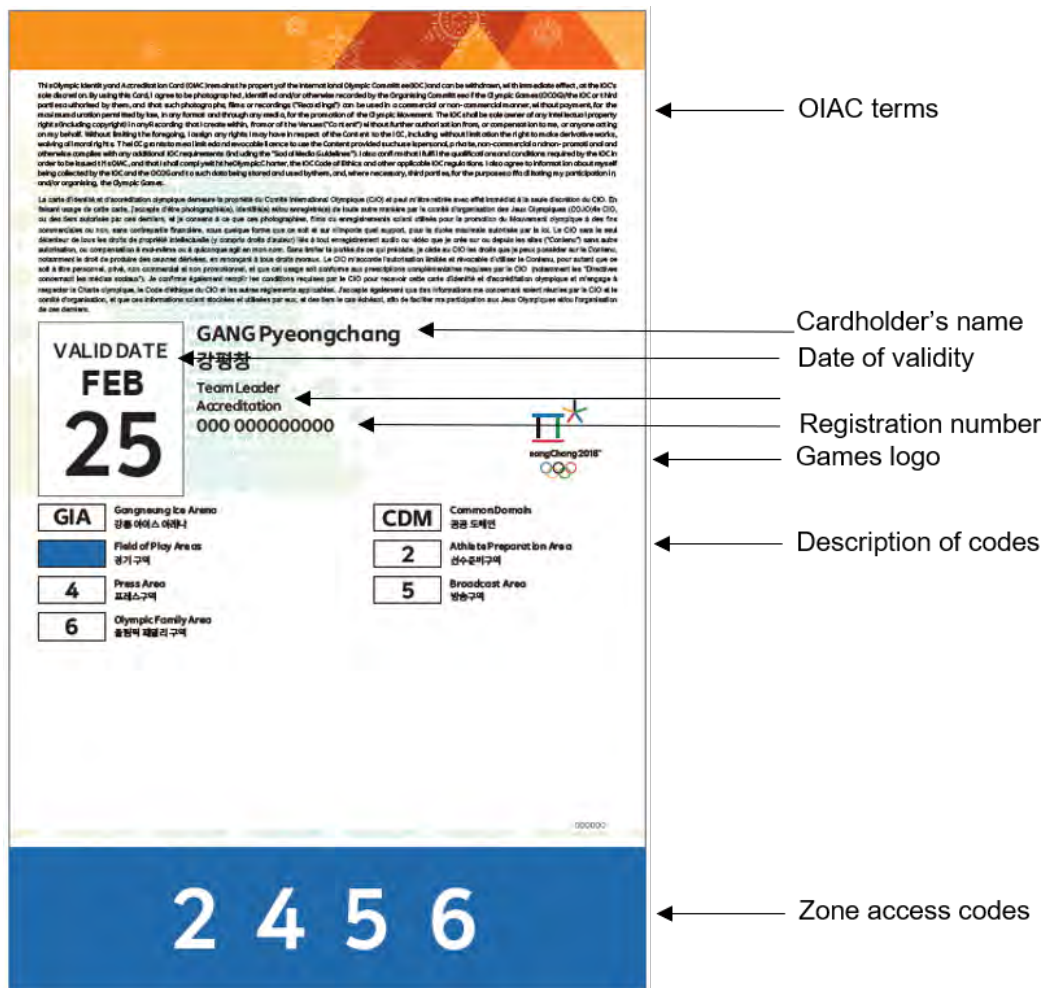


Figure 4: A typical Olympic Games day pass

Distribution

Day passes are distributed from VAOs.

These devices are only issued to the following populations:

- accredited individuals who need to perform a specific task in an accredited zone requiring a different access entitlement to that offered by their OIAC; or
- non-accredited individuals who have been appropriately pre-registered in the Games accreditation system (e.g. venue maintenance, statutory access, etc.).

Day pass application

A process will be defined by the OCOG and approved by the IOC for the application and approval of day passes at each of the venues.



Process

The following table describes the day pass process:

| Phase | Description |
|-------|--|
| 1 | Functional Coordination Centre (FCC)/Responsible Organisation submits an application to the relevant VAO in advance (online or in person) on behalf of their workforce. |
| 2 | On arrival visitor presents at the VAO an accreditation card and/or official document with photo identification valid for the day pass process (e.g. passport or official travel document for foreigners, driver's license for nationals, etc.) if not accredited. |
| 3 | OCOG distributes day pass. |
| 4 | Visitor is not required to return the day pass to the VAO when leaving the venue. |



2.3. Upgrade transferable cards – “U” category

Upgrade cards allow broader rights than those permitted by the initial accreditation.

User must be accredited

These cards may only be used by persons already accredited and must always be used in conjunction with the primary accreditation card.

There is no limit on the number of times they can be transferred.

“U” category

“U” cards can grant access to all sport venues, within venue zones and reserved seating (subject to seating availability). Specific quotas are set for the Responsible Organisations, such as the IFs and NOCs, in agreement with the IOC.



Quotas

The following table lists the quotas of upgrade transferable cards granted to the eligible Responsible Organisation.

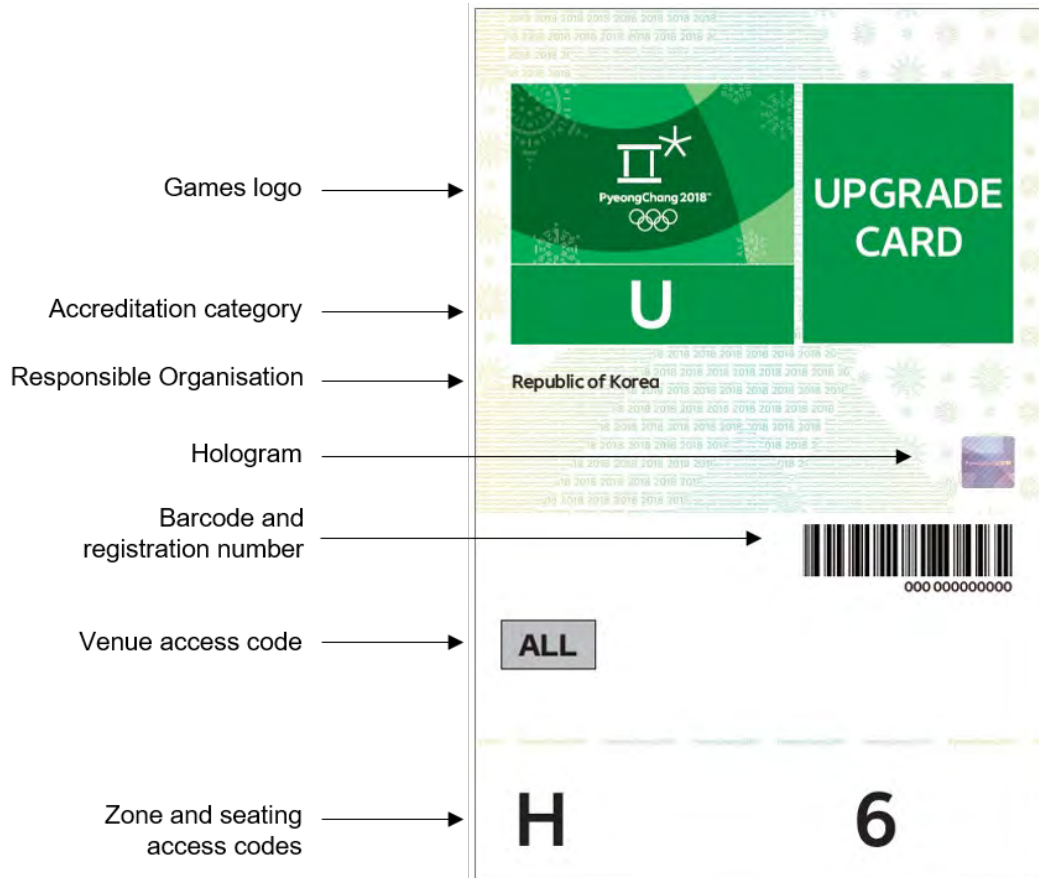
| Responsible Organisation (RO) | Number of “U” cards issued |
|----------------------------------|--|
| IFs on the Games programme | 15 per IF |
| NOCs with participating athletes | 1 per 25 athletes (Winter) 1 per 50 athletes (Summer) |





Example An example of an upgrade card is provided below:

Front of card





The Olympic Identity and Accredited Card (IOC) must bear the property of the International Olympic Committee and IOC brand can be withdrawn, set it immediate effect, as the IOC's rule dictated. By using the C.O.I.L. agree to be photographed, identified and/or otherwise recorded by the Organizing Committee of the Olympic Games (COG) or the IOC or third parties authorized by them, and that such photographs, films or recordings ("third party") can be used in commercial or non-commercial manner, without payment, for the maximum number permitted by law, in any format and through any media, for the promotion of the Olympic Movement. The IOC shall be sole owner of any intellectual property arising from copyright in any recording that is made within, however of the Venue ("Venue") at least further authorisation from, or compensation to me, or anyone acting on my behalf. Without limiting the foregoing, I hereby assign to the COG, including without limitation all right to make derivative works, making of my rights. The COG may also make and authorize others to use the Content provided such authorization, whether, non-commercial or industry, present and future, does not conflict with any additional legal requirements (including the "Code of Ethics Subsection"), and will not make full the qualification and conditions required by the IOC in order to be issued the IOC, and that shall comply with the IOC Code of Ethics, the IOC Code of Ethics and other applicable IOC regulations. I also agree to inform to about myself being collected by the IOC and the COG and to such data being stored and used by them, and, where necessary, third parties, for the purposes of leading my participation in under organizing the Olympic Games.

La carte d'identité et d'accréditation olympique demeure la propriété du Comité International Olympique (CIO) et peut être retirée avec effet immédiat à la seule discrétion du CIO. En utilisant cette carte, j'accepte d'être photographié(e), identifié(e) ainsi qu'enregistré(e) de toute autre manière par le comité d'organisation des Jeux Olympiques (COJO) ou le CIO, ou des tiers autorisés par eux, dans n'importe quel format, et que ces enregistrements soient utilisés pour la promotion du Mouvement olympique à des fins commerciales ou non, sans contrepartie financière, sous quelque forme que ce soit et sur n'importe quel support, pour la durée maximale autorisée par la loi. Le CIO sera le seul détenteur de tous les droits de propriété intellectuelle (y compris droits d'auteur) liés à tout enregistrement vidéo ou vidéo qui se trouve ou ne dépend pas des "Contenus". La carte automatique, ou enregistrée à l'intérieur ou à l'extérieur de mon corps. Sans limiter la portée de ce qui précède, je cède au CIO les droits que je peux posséder sur le Contenu, notamment le droit de prélever des œuvres dérivées, en enregistrant à tous droits réservés. Le CIO m'autorise à utiliser librement et modifiable d'autres Contenu, pour autant que ce soit à titre personnel, privé, non commercial et non professionnel, et que cet usage est conforme aux prescriptions complémentaires requises par le CIO. J'accepte les Conditions contractuelles des médias sociaux). Je confirme également remplir les conditions requises par le CIO pour recevoir cette carte d'identité et d'accréditation olympique et j'accepte à respecter le Code olympique, le Code d'éthique du CIO et de ses autres règlements applicables. J'autorise également que des informations personnelles soient divulguées par le CIO et le comité d'organisation, et que ces informations soient stockées et utilisées par eux, et, où nécessaire, afin de faciliter ma participation aux Jeux Olympiques ainsi qu'à l'organisation de ces derniers.

Republic of Korea
000 00000000

UPGRADE CARD

ALL All Competition and Training Venues without prime event access
경기전 지역별 모든 경기 및 훈련 venue
Olympic Family Area
올림픽 패밀리 구역

H Stand of Honor
명예석

PyeongChang 2018™

Zone and seating access codes

Figure 5: Example of an upgrade card



2.4. Access to restricted areas

Supplementary Access Control Devices (SACD)

Access to certain sessions, zones and ceremonies as well as other special areas may require, in addition to an OIAC, other devices such as tickets, passes, armbands or bibs known as SACD. The accreditation zones system may sometimes not cover the operational requirements of all the different sports and events on the Games programme and when deemed necessary, a SACD can be introduced into the system to better regulate access and facilitate operations:

- All SACDs may be introduced into the Games access control system only with the approval of the IOC, after the proposal of the OCOG Accreditation area.
- Operational needs for a SACD should be identified by the Accreditation area during the venue zoning process and discussed with the relevant area or space/event owner.
- A list of proposed SACDs will be submitted to the IOC at G-10 months for approval.
- All SACDs should be designed and produced by Accreditation to ensure consistency of design within the policies of the Accreditation Card Operating System (ACOS); when possible or appropriate, the devices will be produced in different colours and will be numbered and venue-specific.
- SACDs are to be distributed and monitored by the relevant area or space/event owner according to the OCOG policies and procedures, and always in accordance with the access control policies defined by Accreditation.
- SACDs must be used along with an OIAC since they do not grant any access to any venues or zones within venues by themselves.
- SACDs are not to be used as supplementary identification devices, but only as supplementary access control devices.
- No SACD may be produced without IOC approval.
- All space owners need to self-police the access to their own areas. Wherever possible, doors should be locked or monitored by the space owner.

Example

The following SACDs are examples of what may be required:

- Photographers' bib for photographers;
- Field of Play (FOP) bib for OBS and RHBs;
- unilateral zone armband for RHBs;
- compound pass, satellite farm pass and TV tower pass;
- mixed zone armband;
- Olympic Information Service (OIS) bib;
- doping control station pass;
- wristbands for opening and closing ceremonies;
- stickers for opening and closing ceremonies;
- tickets; and
- sport-specific devices (only for those sports where necessary).



3. Seating entitlements

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.

This chapter contains the following topics:

| Topic | Page |
|---|------|
| 3.1. Seating tribune types | 45 |
| 3.2. Access to prime events | 47 |
| 3.3. Written press and photographers high demand events | 48 |
| 3.4. Broadcaster high demand events | 50 |
| 3.5. Criteria for reserved seating access | 51 |



3.1. Seating tribune types

Official Stand

Competition events

For competition events the Official Stand is a seating area reserved for people accredited according to the charts in [Chapter 8. - Accreditation charts](#) of this document:

There must be an Official Stand at all competition 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.

Stand of Honour

Competition events The Stand of Honour at competition venues is reserved for persons accredited according to the charts in [Chapter 8. - Accreditation charts](#) of this document.

Federation Stand

Competition events

At each competition venue, a Federation Stand is reserved for people from the IF governing the sport being staged at that venue who are accredited according to the charts in [Chapter 8. - Accreditation charts](#) of this document.

Athletes' Stand

Competition events

At each sport venue, an Athletes' Stand is reserved for people accredited according to the charts in [Chapter 8. - Accreditation charts](#) of this document.

E Stand

Competition events

The E Stand is a seating area to which access is authorised to the people accredited according to the charts in [Chapter 8. - Accreditation charts](#) of this document.

RT Stand

Competition events

The RT Stand is a seating area to which access has been authorised to accredittees according to the charts in [Chapter 8. - Accreditation charts](#) of this document.

Ceremonies

Host country protocols usually dictate that an IOC President and Head of State Stand, also known as the Presidential box, be designated in the Olympic Stadium for the opening and closing ceremonies.



The Presidential box at the ceremonies should be incorporated within the IOC Stand. Exceptionally, the people accompanying the IOC President and HOS and occupying the stand are not dictated by accreditation categories, but by the protocols of the Host Country and the IOC.

Also, for the opening and closing ceremonies, there are individually identified sectors for the eligible populations within each accreditation category, as per the seating plan defined and agreed by the IOC.

Access will be granted by accreditation with a complimentary ticket.



3.2. Access to prime events

Definition

Prime event sessions are those sessions that have been agreed by the IOC to have prime events access status due to seating limitations.

Process

The IOC acknowledges that at some Olympic Games competition events, the seating allocated in the Stand of Honour for accredited members of the Olympic family with rights to designated seating may be insufficient for the anticipated demand.

These events will be designated as prime event and only those populations having the correct code on their OIAC will gain access to the specific venue:

- “ALL” in white letters on a black background is equivalent to having prime events access status.
- “ALL” in black letters on a grey background is NOT equivalent to having prime events access status.

Certain accreditation functions may not have prime events access status to the venue which requires the bearer of that accreditation to buy a ticket.

Accreditation categories that do not have prime events access status

The following table states, by Responsible Organisation, the categories and populations that have been approved by the IOC EB that do NOT have prime events access status:

| Responsible Organisation (RO) | Category | Population |
|-------------------------------|----------|--|
| IOC | B | IOC guests |
| IOC | B | Presidents of IOC-recognised IFs |
| IOC | B** | Accompanying guest, CAS member |
| NOC | NOC | Head of diplomatic mission of NOC with participating athletes |
| NOC | NOC | Staff of sovereign or HOS and Head of Government (HOG) with participating athletes |
| NOC | NOC | Transferable guest cards |
| NOC | U | Upgrade cards |
| NOC | NOC | Members of the executives of ANOC |
| NOC | NOC | Continental NOC Associations (not otherwise accredited) and ANOC staff |
| OCOG | OCOG | Distinguished guests of the OCOG |



3.3. Written press and photographers high demand events

The IOC has developed a policy of ticketing high demand events for the written and photographic press. This policy fairly manages access for written press, journalists, photographers and (required) technicians to attend and report on competition sessions where demand is greater than the reserved seating for press and photo positions for photographers in the affected venues.

The IOC through the IOC Media Operations, in collaboration with the OBS and OCOG Press Operations, will implement the allocation and distribution of tickets to the written and photographic press high demand events and to the opening and closing ceremonies. The management and distribution of tickets is from the IOC Media Operation ticketing office located in the MPC.

Principles

The ticketing of high demand events for the written and photographic press is based on the following key principles:

- to maximise access to accredited written and photographic press representing the NOCs whose athletes and teams are competing in the ticketed events;
- to guarantee international coverage of the events;
- to ensure an efficient and safe working environment for all media; and
- events will only be ticketed if required.

Wherever practical, broadcasters and press will be ticketed for the same sessions/events.



Process

Tickets will be allocated for tabled or non-tabled seating areas for written press, as well as photo positions for photographers. When ticketing is required it will apply equally to written press, journalists and photographers.

The process for the distribution of tickets to the written and photographic press 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 detailed reserved seating diagrams including photo positions of impacted venues and the high demand tickets to the IOC ticketing office located in MPC no later than ten days prior to the opening ceremony |
| 3 | NOC nominates at least one press attaché delegate |
| 4 | IOC determines the quota of tickets for each NOC and news agency |
| 5 | Tickets distributed to the NOC's nominated delegate(s) from the IOC ticketing office located in the MPC |
| 6 | Each NOC's nominated delegate(s) distributes tickets to its national written and photographic press. |

Detailed policies and procedures can be found in the Olympic Games Guide on Media Part 1 – General Services and Press Operations, Section 2.7.1 - High demand events for the written and photographic press.

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. Broadcaster high demand events

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

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

Process

The process for the distribution of tickets to the broadcasters 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 OBS. |
| 2 | OCOG provides tickets to OBS. |
| 3 | Tickets distributed by OBS to the RHBs' representatives. |
| 4 | OBS and RHBs distribute the tickets within their own staff. |

Eligible categories

Only the following categories will be considered in the high demand events ticketing process including the opening and closing ceremonies:

- "RTa" and "RTb"; and
- "HBa" and "HBb".

Ineligible categories

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

- "RTc" and "HBc".



3.5. Criteria for reserved seating access

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 Olympic Stadium.

Athletes and team officials require a marching pass should they participate in the opening and closing ceremonies and official athletes' 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 gain access to those venues and stand by virtue of their accreditation.

Athletes' Stand

Persons accredited in the "A" categories are allowed access to the Athletes' Stand at their own sport venues. A ticket is necessary to view other competitions at other sports venues, with the exception at outdoor venues in the Olympic Winter Games as all athletes have access to the standing area.



E Stand

Refer to [section 3.3 - Written press and photographers 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 "5" areas adjacent to the commentary positions.

The number of observers' seats at each venue must be consistent with previous Olympic Games and agreed on by the IOC, OBS and the OCOG, after consultation of the Rights-Holding Broadcasters' contracts.



4. Accreditation process

This chapter outlines the accreditation process for the Olympic Games.

This chapter contains the following topics:

| Topic | Page |
|---|------|
| 4.1. Accreditation process..... | 53 |
| 4.2. Application for accreditation forms..... | 56 |
| 4.3. Accreditation publications | 58 |

Delegation Registration Meetings (DRM) with NOCs

DRMs 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 elements are finalised in these meetings:

- the spelling of each team member's name;
- athletes' entry and qualification/eligibility;
- team officials' quotas;
- accreditation access;
- verification of all events; and
- any outstanding matters such as transferable accreditations.



4.1. Accreditation 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 Accreditation Manual 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 and eligibility (does not apply to NOCs) of registrants with the Responsible Organisation. |
| 5 | OCOG prints pre-valid OIAC (PVC) for registrants (if applicable). |
| 6 | OCOG sends PVCs to Responsible Organisation (if applicable). |
| 7 | Responsible Organisation distributes PVCs to its population (if applicable). |
| 8 | OCOG confirms eligibility of registrants with the NOCs at the Delegation Registration Meetings (DRM). |
| 9 | The bearer of the PVC proceeds to validation counter or the Accreditation Centre or the participant is invited to collect their accreditation from an Accreditation Centre. |
| 10 | Accreditation is issued and validated/PVC is validated at a validation counter or Accreditation Centre and becomes an OIAC. The accredited person attains access to all rights granted by the OIAC. |

Process for development of a workforce accreditation rights matrix

| Phase | Description |
|-------|--|
| 1 | Accreditation area (ACR) engages with each other Area to identify and understand their needs (zone and venue access, one or two part card, etc.) for all their paid staff, volunteers and contractors. |
| 2 | ACR collates the requests and provides them to the space owners for approval through one-to-one meetings. Each space owner approves the following access rights: <ul style="list-style-type: none"> • Sport: BLUE, 2 • Press Operations: 4, MPC • OBS: 5, IBC • Protocol: 6, OFH • Venue Management: RED, additional venues • Villages Management: OLV, R. |
| 3 | Space owners approve/deny requests. |
| 4 | ACR informs the areas of results of one-to-one meetings with space owners. |
| 5 | Areas discuss directly with space owners in case of unexpected results, within a reasonable timeframe. |



Production and management of Workforce upgrade cards

To ensure the efficiency of access within the venue, Workforce upgrade cards will only be issued to space owners within the venue and be issued to workforce that are located in a non-accredited venue who do not have time to collect a day pass (Main Operations Centre [MOC] and Technology Operations Centre [TOC]).

Temporary access to a venue should be managed through a day pass. Upgrades should be used only for temporary access to zones within a venue.

Process description

| Phase | Description |
|-------|---|
| 1 | ACR to collect request from space owner areas for individual zone upgrades at each individual venue and/or venue-specific upgrades. <ul style="list-style-type: none">• Sport: BLUE, 2• Press Operations: 4, MPC• OBS: 5, IBC• Protocol: 6, OFH• Venue Management: RED, additional venues• Villages Management: OLV, R |
| 2 | ACR to produce upgrades and deliver them to the space owner areas. |
| 3 | Space owner areas to distribute the upgrades to each venue functional manager who will manage the use of upgrades at Games time |

ACR shall not produce additional upgrades in case of loss or theft, but deactivate such upgrades.

PVC not issued before arrival

If the PVC has not been issued before the applicant leaves their 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 OIAC production.



Real time 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 the 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 OIAC is printed and validated. |
| 5 | Accredited person is able to attain access to all rights 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 EB will intervene and make the final decision.

Lost accreditation card

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

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



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 the OIAC;
- date of birth;
- place of birth;
- nationality;
- all other personal data required by the Host Country for security checking and visa entry procedures;
- category or sub category ~ function name; and
- signature of authorised person and stamp of the Responsible Organisation is required only on the Responsible Organisation Undertaking. (ROU).



Additional data

The following forms must request the following additional information:

| Category | Additional information required |
|---------------------------------------|---|
| Aa | Sport and discipline |
| Ao | Sport and discipline where applicable |
| P | Sport and discipline |
| J | Sport and discipline |
| IOC** | Name of the person entitled to invite the guest |
| IF** | Name of the person entitled to invite the guest |
| NOC** | Name of the person entitled to invite the guest |
| OCOG** | Name of the person entitled to invite the guest |
| OC** | Name of the person entitled to invite the guest |
| TOP** | Name of the person entitled to invite the guest |
| B** | Name of the person entitled to invite the guest |
| E/EP Es/Eps Ex/EPx ET ENR | Name of the media organisation and the signature of the authorised director of the media organisation |
| RTa RTb RTc | Name of the media organisation and the signature of the authorised director of the rights holder organisation |
| OCOG | Name of the employer organisation |

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 (electronic and/or physical) to which the forms must be returned.



4.3. Accreditation publications

Application for Accreditation Manual

The OCOG will provide to each Responsible Organisation an Accreditation Manual detailing the application for accreditation process and how to complete and submit the accreditation forms.

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

The information within the manual should include:

- instructions on the use and completion of the application for accreditation forms;
- deadline dates for returning the forms to the OCOG;
- address where forms are to be returned;
- dates for issuance of cards to Responsible Organisation(s);
- 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; and
- access and other rights for each category and population.

Accreditation information brochure

The OCOG will publish an information brochure on its website and/or for distribution to everyone on 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 accreditation centre(s);
- procedure for lost or stolen cards; and
- procedure for transferable cards.



5. Accreditation facilities

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

This chapter contains the following topics:

| Topic | | Page |
|-------|-----------------------------------|------|
| 5.1. | Accreditation facilities | 60 |
| 5.2. | Validation counters | 61 |
| 5.3. | Accreditation Centres..... | 62 |
| 5.4. | Venue Accreditation Offices | 64 |



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; and
- Venue Accreditation Offices (VAO).

Purpose

The purpose of all accreditation facilities is to process, issue and validate the appropriate OIAC 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 influence an accreditée's first perception of the Olympic Games. For this reason, it is vital that the experience is brief, efficient and welcoming.

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



5.2. Validation counters

PVC validation counters

With the distribution of PVCs to participants prior to their arrival at the Host City, it is possible to validate the PVCs for those who are able to be accredited at validation counters instead of at Accreditation Centres.

This will assist the OCOG in minimising traffic flows at the Accreditation Centres and provides an efficient service to its key stakeholder 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 designated or relevant 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 stakeholder groups:

- application for accreditation registration and data entry;
- PVC production and distribution;
- PVC validation;
- real time image capture;
- real time OIAC production; and
- 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; and
- administrative area(s) for accreditation personnel, including a meeting space.

Location

The Accreditation Centres must be located at or near their key stakeholder groups' primary location:

| Key stakeholder groups | Location |
|--|--|
| Olympic family | Accessible to or on the perimeter of the OFH |
| Broadcaster, written press and photographers and other media | Near IBC and MPC |
| NOCs (athletes and officials) | Near or on perimeter of the Olympic Village |
| Games workforce | Host city with easy access to public transport |

Staff and opening times

The OCOG will ensure that each Accreditation Centre is adequately staffed to meet the predicted traffic flows of its key stakeholder 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 are determined according to need.

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 with agreement of IOC, OBS or OCOG “space owner”;
- replacing lost accreditation cards (except in the case of adverse security reports);
- nullifying accreditation cards on IOC instructions;
- problem resolution; and
- transition to the Paralympic Games (at Workforce Accreditation Centre only).



Uniform distribution and workforce accreditation

The Workforce Accreditation Centre is usually co-located with the Uniform Distribution Centre: in such case, it is then called Uniform Distribution and Accreditation Centre (UAC). This practice in the past has proved to be the most efficient way to manage the Games accreditation and uniform distribution processes for the OCOG staff, and volunteers.



5.4. Venue Accreditation Offices

Purpose

Venue Accreditation Offices (VAO) 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, IF guest passes and training access passes can be issued from the VAOs to appropriately registered and approved people for these exceptions.

Any problem regarding permanent accreditation is coordinated with an Accreditation Centre for resolution.

Location

VAOs must be located on the venue perimeter and be easily accessible by anyone who does not have the required venue access right.

Staff and opening times

The VAOs are operational prior to security lock down of the venue.

The OCOG will ensure that each VAO is adequately staffed to meet the demands of the competition schedule and workforce shift changes.



6. Access control

Access control is the OCOG's implementation of the rules of accreditation that restrict access to Olympic venues to appropriately accredited persons.

It is designed to regulate the movement of accredited persons into and within Olympic venues. By doing so, the OCOG can operate the venues safely and efficiently.

Access control is governed by a system of codes contained on the OIAC and/or additional access passes and devices.

This chapter contains the following topic:

| Topic | Page |
|--|------|
| 6.1. Accreditation Card Operating System | 66 |
| 6.2. Venue accreditation zoning principles | 68 |



6.1. Accreditation Card Operating System

Definition

The Accreditation Card Operating System (ACOS):

- identifies venues and zones within the venues; and
- assigns codes, colours and numbers to these precincts, venues and zones within the venues.

To be able to access the precincts, venues or zones within the venues, individuals need to have the assigned code, colour or number on their OIAC.

ACOS summary

The table below summarises the ACOS as it relates to the zones within all competition and training venues and Olympic Village(s).

| Access Code | Accessible Areas |
|-------------|---|
| BLUE | FOP, operational areas (Back of House [BOH]), general circulation areas (Front of House [FOH], Back of House [BOH]) |
| RED | Operational areas (BOH), general circulation areas (FOH, BOH) |
| WHITE | General circulation areas (FOH, BOH) |
| "2" | Athlete preparation areas |
| "4" | Press areas |
| "5" | Broadcast areas |
| "6" | Olympic family areas |
| R | Residential Zone (RZ) of the Olympic Village |

Points of control

Access to controlled Olympic venues can be observed at two levels:

- perimeter access; and
- within venue (zone) access.

Venue access

Access to a venue can be likened to "entering the front door".

The right to access a venue is indicated on the accreditation card using a venue or sport/discipline code. The code associated with a venue must be shown on the individual's OIAC to enter that venue.

At this level, control is performed electronically.



Access within the venue

Once an accredited person has entered a venue, the zone designations on the OIAC identify where that person may circulate within the venue. The colour or number associated with each zone must be shown on the individual's OIAC to enter that area. For example, to enter the venue's Olympic family lounge the individual needs the number "6" on the OIAC.

At this level, a person who is an access monitor controls access visually.

ACOS design of a generic venue

Example

The following diagram represents a generic competition venue with zone designations based on the previously described ACOS and the interpretation of access control of an OIAC at the venue.

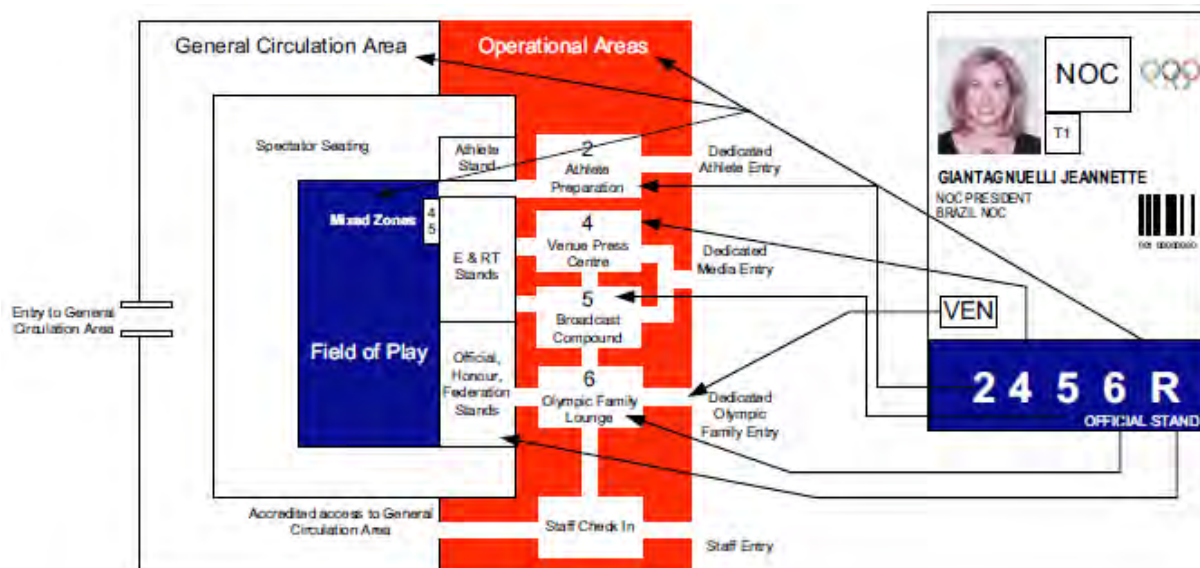


Figure 6: ACOS design of a generic venue



6.2. Venue accreditation zoning principles

Definition

To ensure consistency across venues, the Accreditation area should start developing the venue accreditation zoning process at G-36 months and finish the process by G-5 months. Below is a detailed explanation of which venue areas should belong to each accreditation zone:

Zone BLUE – Field of Play (FOP)

- FOP/competition area;
- start/finish areas;
- mixed zone (athletes' side); and
- Timing & Scoring (if on FOP).

Zone 2 – Athletes' preparation areas

- athlete warm-up area/training area;
- athlete change rooms/lockers;
- athlete equipment storage area;
- wax cabins/skate preparation;
- athlete medical service;
- doping control station; and
- athlete lounge.



Zone RED - Administrative and operational areas

- competition management;
- IF Offices/IF Delegates' office;
- jury rooms;
- judges' tower;
- draw room;
- results room;
- Timing & Scoring (if not on FOP);
- venue technical rooms/ice maintenance;
- security command room;
- sport presentation; and
- venue operations.



Example

At previous Games, Venue Management was located in the circulation area (WHITE) in order to reduce the number of people with potential access to zone RED, and to keep zone RED only for very important rooms/areas with high security requirements. It also helped various area representatives easily access Venue Management.

Zone 4 - Press areas

- Venue Media Centre (VMC);
- press conference room;
- photo positions;
- press stands;
- mixed zone (press area); and
- press lounge.

Zone 5 - Broadcasters areas

- broadcast compound;
- TV camera positions;
- commentary booths/RT Stands; and
- mixed zone (RT area).

Zone 6 - Olympic family hospitality areas

- OF lounge; and
- OF stands.

Zone WHITE - Accredited persons' circulation areas

- workforce lounge/check-in area;
- generic offices and storage;
- logistics management/warehouse; and
- corridors.



7. Team officials

This chapter defines the number of NOC team officials that may accompany the athletes in accordance with Rule 38 of the Olympic Charter.

This chapter contains the following topics:

| Topic | Page |
|--|------|
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| 7.1.1. Team officials' Olympic functions | 71 |
| 7.1.2. Additional officials | 73 |
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| 7.3. Alternate athletes | 90 |



7.1. Team officials - Olympic Winter Games

(Section 7.1 to be updated for the 2021 version after the Olympic Games Tokyo 2020)

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.

7.1.1. 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 Bye-law to Rules 27 and 28 of the Olympic Charter. |
| Deputy Chef(s) de Mission | Larger teams are allowed to appoint one or more Deputy Chef(s) de Mission to assist the Chef de Mission with their 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 Bye-law to Rules 27 and 28 of the Olympic Charter. |

Administrative personnel

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

- administration;
- accreditation;
- entries;
- accommodation;



- transport;
- equipment;
- clothing;
- communications;
- security; and
- press.

Technical and coaching personnel

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

- coaches;
- trainers; and
- managers.

Medical personnel

Some delegations offer centralised medical services with:

- doctor;
- physiotherapist; and
- medical personnel.

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 |



7.1.2. Additional officials

Additional officials

Delegations whose officials' quota (as per Rule 38) does not reach the prescribed official-to-athlete ratio percentage of 100 per cent for Olympic Winter 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/or dining access for any additional officials. The costs for accommodation and dining access as well as 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 38 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" primary team officials are entitled to eat in the Olympic Village dining halls at all times. If additional team officials require access to the dining hall, the NOC will be charged a daily cost or need to purchase the "knife and fork" access code. 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.

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 per cent of the number of "Ao" accreditations to which the NOC is entitled (including additional officials).

These accreditations can be transferred a maximum of twice throughout the period of Olympic Winter Games within the NOC's "Ao" category managed on a pool basis as long as the quota and number of transfers are not exceeded.

NOCs must inform the OCOG who will be transferred and have their card cancelled by the OCOG before the second person can have their accreditation issued and validated.

The access requirements (with the exception of the sport codes for "Ao") and entitlements of the new accreditation card will be the same as that of the cancelled card.

NOCs must notify the OCOG in advance of all the transferable officials' quota they require to use. The final date for notifying the OCOG will be at the time of the DRM for the NOC.

During the DRM, the NOC must identify the first group of Team Officials that can be validated. Subsequent transfers can be informed online or in person at the Accreditation Centre.

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



7.1.3. Use of “P” accreditation by NOCs

The IOC allows access to specific venues for alternate athletes and training partners for the Olympic Winter Games using “P” accreditations allocated to each NOC.

Personnel with “P” accreditation will not be considered when calculating the bed or other entitlements allocations in the Olympic Village(s).

Access

The “P” accreditations for NOCs are to be used for training partners and alternate athletes and are not transferable.

These “P” accredited personnel have the right to enter the Olympic Village and access to the athlete transport (TA) system and their own sport venues.



“P” quotas by population

The following table outlines “P” accreditations quotas for NOCs and conditions for the recognised sport for each population.

| Population | Sport/discipline | Quota by sport | Note |
|--------------------|------------------------------|---|---|
| Training partners | Ice hockey (men's team only) | 8 per NOC | These accreditations are cancelled when “Aa” athletes validate their PVCs |
| Alternate athletes | Bobsleigh | Men: <ul style="list-style-type: none">• 2 per NOC with 3 crews (max. 3 NOCs)• 1 per NOC with 2 crews (max. 6 NOCs) and 1 per NOC with 1 crew (max. 5 NOCs) Women: <ul style="list-style-type: none">• 2 per NOC with 3 crews (max. 2 NOCs)• 1 per NOC with 2 crews (max. 4 NOCs) and 1 per NOC with 1 crew (max. 2 NOCs) | |



7.1.4. Equipment 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 specialised technicians, often representing the product's manufacturer. These equipment 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 specialised technical service personnel (in the "IF" category) in sports designated by the IOC is not handled through the NOCs, but through the IFs concerned, where applicable, or directly between the OCOG and the supplier.

7.1.5. Team officials' quotas

Quotas

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

Delegation leadership

- one (1) Chef de Mission;
- one (1) Deputy Chef de Mission for delegations comprising more than 40 athletes; and
- a second Deputy Chef de Mission for delegations comprising more than 80 athletes.

Multi village delegation leadership

An NOC that does not otherwise qualify for a Deputy Chef de Mission ("Ac") can promote an "Ao" category accreditation to "Ac", if they have athletes residing in both Olympic Villages, regardless of the number of athletes entered in each sport/disciplines.

It should be noted that this Deputy Chef de Mission will come from within the team officials' quotas stipulated in "Olympic Winter Games Rule 38 Calculation Table" below.

Administrative and technical personnel

Refer to "[Olympic Winter Games Rule 38 Calculation Table](#)".

In addition to those listed below within "Olympic Winter Games Rule 38 Calculation Table" each NOC is entitled to:

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

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 38 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% | <ul style="list-style-type: none">all competitions venues at which the NOC participates; andOlympic Villages | <ul style="list-style-type: none">2, BlueR |
| 25% | <ul style="list-style-type: none">venues for up to 3 participating disciplines or sports; andOlympic Villages. | <ul style="list-style-type: none">2, BlueR |
| 65% | <ul style="list-style-type: none">venue(s) for 1 participating discipline or sport; andOlympic Villages. | <ul style="list-style-type: none">2, BlueR |

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 EB will take the necessary measures to reduce the number of officials accommodated in the Olympic Village, or adapt the number according to availability.

Sanctions

Under no circumstances may officials be registered as athletes. Sanctions may be taken by the IOC EB pursuant to Rule 59 of the Olympic Charter against any NOC or other person that does not abide by the terms of this document.



Olympic Winter Games Rule 38 calculation table

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

| No. athletes | Chef | Deputy | Officials | Total | No. athletes | Chef | Deputy | Officials | Total |
|--------------|------|--------|-----------|-------|--------------|------|--------|-----------|-------|
| 1 - 4 | 1 | | 1 | 2 | 85 - 88 | 1 | 2 | 29 | 32 |
| 5 - 9 | 1 | | 2 | 3 | 89 - 92 | 1 | 2 | 30 | 33 |
| 10 - 14 | 1 | | 5 | 6 | 93 - 96 | 1 | 2 | 31 | 34 |
| 15 - 19 | 1 | | 7 | 8 | 97 - 100 | 1 | 2 | 32 | 35 |
| 20 - 24 | 1 | | 10 | 11 | 101 - 104 | 1 | 2 | 33 | 36 |
| 25 - 28 | 1 | | 12 | 13 | 105 - 108 | 1 | 2 | 34 | 37 |
| 29 - 32 | 1 | | 13 | 14 | 109 - 112 | 1 | 2 | 35 | 38 |
| 33 - 36 | 1 | | 15 | 16 | 113 - 116 | 1 | 2 | 36 | 39 |
| 37 - 40 | 1 | | 17 | 18 | 117 - 120 | 1 | 2 | 37 | 40 |
| 41 - 44 | 1 | 1 | 18 | 20 | 121 - 124 | 1 | 2 | 38 | 41 |
| 45 - 48 | 1 | 1 | 19 | 21 | 125 - 128 | 1 | 2 | 39 | 42 |
| 49 - 52 | 1 | 1 | 20 | 22 | 129 - 132 | 1 | 2 | 40 | 43 |
| 53 - 56 | 1 | 1 | 21 | 23 | 133 - 136 | 1 | 2 | 41 | 44 |
| 57 - 60 | 1 | 1 | 22 | 24 | 137 - 140 | 1 | 2 | 42 | 45 |
| 61 - 64 | 1 | 1 | 23 | 25 | 141 - 144 | 1 | 2 | 43 | 46 |
| 65 - 68 | 1 | 1 | 24 | 26 | 145 - 148 | 1 | 2 | 44 | 47 |
| 69 - 72 | 1 | 1 | 25 | 27 | 149 - 152 | 1 | 2 | 45 | 48 |
| 73 - 76 | 1 | 1 | 26 | 28 | 153 - 156 | 1 | 2 | 46 | 49 |
| 77 - 80 | 1 | 1 | 27 | 29 | 157 - 160 | 1 | 2 | 47 | 50 |
| 81 - 84 | 1 | 2 | 28 | 31 | 161 - 164 | 1 | 2 | 48 | 51 |



| No. athletes | Chef | Deputy | Officials | Total |
|--------------|------|--------|-----------|-------|
| 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 |

| No. athletes | Chef | Deputy | Officials | Total |
|--------------|------|--------|-----------|-------|
| 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 |



7.2. Team officials – Olympic Summer Games

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.

7.2.1. 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 Bye-law to Rules 27 and 28 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 their 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 Bye-law to Rules 27 and 28 of the Olympic Charter. |

Administrative personnel

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

- administration;
- accreditation;
- entries;
- accommodation;
- transport;
- equipment;
- clothing;
- communications;
- security; and
- press.



Technical and coaching personnel

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

- coaches;
- trainer; and
- managers.

Medical personnel

Some delegations offer centralised medical services with:

- doctor;
- physiotherapist; and
- medical personnel.

Other personnel

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

- groom;
- veterinarian; and
- caddy.

Personal coaches and training partners

Personal coaches and training partners are not part of the NOC's delegation.

Refer to "Use of "P" Accreditation by NOCs" for the terms and conditions on which these accreditations are granted.

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 |
| Personal coaches, training partners | P |



7.2.2. Additional officials

Delegations whose officials' quota (as per Rule 38) does not reach the prescribed official-to-athlete ratio percentage of 55 per cent for the Olympic Summer 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/or dining access for any additional officials. The costs for accommodation and dining access as well as 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 38 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.

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 per cent of the number of "Ao" accreditations that the NOC is entitled to (including additional officials).

These accreditations can be transferred a maximum of twice throughout the period of the Olympic Games within the NOC's "Ao" category managed on a pool basis as long as the quota and number of transfers are not exceeded.

During the DRM, the NOC must identify the first group of officials that can be validated. Subsequent transfers can be informed online or in person at the Accreditation Centre.

The access requirements (with the exception of the sport codes for "Ao") and entitlements of the new accreditation card will be the same as that of the cancelled card.

NOCs must notify the OCOG in advance of all the transferable officials' quota they require to use. The final date for notifying the OCOG will be at the time of the DRM for the NOC.

No requests for transferring "Ao" category accreditations will be considered by the OCOG 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.



7.2.3. Use of “P” accreditation by NOCs

The IOC allows access to specific venues for personal coaches and training partners for the Olympic Games using “P” accreditations allocated to each NOC according to the “P” accreditation quotas and conditions outlined in the following tables.

“P” accreditees not part of delegation

The IOC strongly reinforces that these personnel are not part of the NOC’s delegation and access rights are restricted. Personnel with “P” accreditation will not be considered when calculating the bed allocation in the Olympic Village(s).

“P” accreditations are available only to NOCs that have filled their “Ao” quota by the time of the DRM process.

Access

The “P” accreditations for NOCs are to be used for personal coaches and training partners and are not transferable.

Personal coaches

Personal coaches accredited as a “P” category have access to a single sport training venue only.

Once competition commences at any site being used as a training venue in that sport, access is not allowed for these “P” accredited personal coaches.

These “P” accredited personnel have no right to enter the Olympic Village unless they use an Olympic Village guest pass issued under regular NOC quotas.

Training partners

Training partners accredited as a “P” category have access to a single sport training and competition venue(s) only.

These P-accredited personnel do not have the right to enter the Olympic Village unless they use an Olympic Village guest pass issued under regular NOC quotas.



“P” quotas by population

The following table outlines “P” accreditations quotas for NOCs and conditions for the recognised sport for each population.



| Populations | Sport/discipline | Quota by sport | Access entitlement |
|-------------------|---|--|--|
| Personal Coaches | Athletics Beach volleyball Canoe slalom Diving Equestrian Golf Gymnastics Swimming Shooting Table tennis Taekwondo Tennis Weightlifting | No quota for the maximum number of personal coaches by sport Each venue has a maximum quota for "P" accredited personnel who are allowed entry at any one time. This is controlled by the OCOG. | Sport-specific training venues only. Access is denied to personal coaches to competition venues during competition. When possible, access may be given to warm up facilities. |
| Training Partners | Boxing Judo Karate Taekwondo Tennis Wrestling | No quota for the maximum number by sport. | Access to competition venues during competition is possible for athlete preparation. |



NOC "P" accreditation quotas

The number of training partners and personal coaches for all sports per NOC should under no circumstances exceed the numbers stated in the table below:

| Number of athletes | Maximum number of "P" accreditations | Number of athletes | Maximum number of "P" accreditations |
|--------------------|--------------------------------------|--------------------|--------------------------------------|
| 1 - 20 | 1 | 301 - 320 | 16 |
| 21 - 40 | 2 | 321 - 340 | 17 |
| 41 - 60 | 3 | 341 - 360 | 18 |
| 61 - 80 | 4 | 361 - 380 | 19 |
| 81 - 100 | 5 | 381 - 400 | 20 |
| 101 - 120 | 6 | 401 - 420 | 21 |
| 121 - 140 | 7 | 421 - 440 | 22 |
| 141 - 160 | 8 | 441 - 460 | 23 |
| 161 - 180 | 9 | 461 - 480 | 24 |
| 181 - 200 | 10 | 481 - 500 | 25 |
| 201 - 220 | 11 | 501 - 520 | 26 |
| 221 - 240 | 12 | 521 - 540 | 27 |
| 241 - 260 | 13 | 541 - 560 | 28 |
| 261 - 280 | 14 | 561 - 580 | 29 |
| 281 - 300 | 15 | 581+ | 30 |



7.2.4. Team officials' quotas

Quotas

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

Delegation leadership

- one (1) Chef de Mission;
- one (1) Deputy Chef de Mission for delegations comprising more than 51 athletes;
- a second Deputy Chef de Mission for delegations comprising more than 174 athletes; and
- a third Deputy Chef de Mission for delegations comprising more than 249 athletes.



Administrative and technical personnel

Refer to “Olympic Summer Games Rule 38 Calculation Table”.

In addition to those listed below within “Olympic Summer Games Rule 38 Calculation Table” each NOC is entitled to:

- one (1) team official for each discipline in which male competitors have been duly entered; and
- one (1) team official for each discipline in which female competitors have been duly entered.

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 38 calculations.

Other personnel

- one (1) groom for each horse entered in an equestrian event (grooms are not entitled to accommodation in the Olympic Village);
- one (1) veterinarian for each delegation with entries in equestrian sport, plus one additional veterinarian if the site of one equestrian venue is more than 50km away from another equestrian venue; and
- “one (1) caddy for each qualified athlete in golf.

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 |
|------------------------------|---|--|
| 25 | <ul style="list-style-type: none"> • all competitions venues at which the NOC participates; and • Olympic Villages. | <ul style="list-style-type: none"> • 2, Blue • R |
| 75 | <ul style="list-style-type: none"> • venue(s)* for 1 participating discipline; and • Olympic Villages. | <ul style="list-style-type: none"> • 2, Blue • R |

The application of actual and detailed access entitlements shall be discussed and agreed with the IOC.

*As a basic rule, when considering multi-discipline sports, sport codes should be used for aquatics, cycling and gymnastics.



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 EB will take the necessary measures to reduce the number of officials accommodated in the Olympic Village, or adapt the number according to availability.

Sanctions

Under no circumstances may officials be registered as athletes. Sanctions may be taken by the IOC EB pursuant to Rule 59 of the Olympic Charter against any NOC or other person that does not abide by the terms of this document.

Olympic Summer Games Rule 38 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 | | 3 | 4 |
| 10 - 14 | 1 | | 5 | 6 |
| 15 - 19 | 1 | | 8 | 9 |
| 20 - 24 | 1 | | 10 | 11 |
| 25 - 29 | 1 | | 12 | 13 |
| 30 - 34 | 1 | | 14 | 15 |
| 35 - 39 | 1 | | 16 | 17 |
| 40 - 43 | 1 | | 17 | 18 |
| 44 - 47 | 1 | | 18 | 19 |
| 48 - 51 | 1 | | 19 | 20 |
| 52 - 55 | 1 | 1 | 20 | 22 |
| 56 - 59 | 1 | 1 | 21 | 23 |
| 60 - 63 | 1 | 1 | 22 | 24 |
| 64 - 67 | 1 | 1 | 23 | 25 |
| 68 - 71 | 1 | 1 | 24 | 26 |
| 72 - 75 | 1 | 1 | 25 | 27 |
| 76 - 79 | 1 | 1 | 26 | 28 |
| 80 - 83 | 1 | 1 | 27 | 29 |
| 84 - 87 | 1 | 1 | 28 | 30 |
| 88 - 91 | 1 | 1 | 29 | 31 |
| 92 - 95 | 1 | 1 | 30 | 32 |
| 96 - 99 | 1 | 1 | 31 | 33 |
| 100 - 104 | 1 | 1 | 32 | 34 |
| 105 - 109 | 1 | 1 | 33 | 35 |
| 110 - 114 | 1 | 1 | 34 | 36 |
| 115 - 119 | 1 | 1 | 35 | 37 |
| 120 - 124 | 1 | 1 | 36 | 38 |

| No. athletes | Chef | Deputy | Officials | Total |
|--------------|------|--------|-----------|-------|
| 125 - 129 | 1 | 1 | 37 | 39 |
| 130 - 134 | 1 | 1 | 38 | 40 |
| 135 - 139 | 1 | 1 | 39 | 41 |
| 140 - 144 | 1 | 1 | 40 | 42 |
| 145 - 149 | 1 | 1 | 41 | 43 |
| 150 - 154 | 1 | 1 | 42 | 44 |
| 155 - 159 | 1 | 1 | 43 | 45 |
| 160 - 164 | 1 | 1 | 44 | 46 |
| 165 - 169 | 1 | 1 | 45 | 47 |
| 170 - 174 | 1 | 1 | 46 | 48 |
| 175 - 179 | 1 | 2 | 47 | 50 |
| 180 - 184 | 1 | 2 | 48 | 51 |
| 185 - 189 | 1 | 2 | 49 | 52 |
| 190 - 194 | 1 | 2 | 50 | 53 |
| 195 - 199 | 1 | 2 | 51 | 54 |
| 200 - 204 | 1 | 2 | 52 | 55 |
| 205 - 209 | 1 | 2 | 53 | 56 |
| 210 - 214 | 1 | 2 | 54 | 57 |
| 215 - 219 | 1 | 2 | 55 | 58 |
| 220 - 224 | 1 | 2 | 56 | 59 |
| 225 - 229 | 1 | 2 | 57 | 60 |
| 230 - 234 | 1 | 2 | 58 | 61 |
| 235 - 239 | 1 | 2 | 59 | 62 |
| 240 - 244 | 1 | 2 | 60 | 63 |
| 245 - 249 | 1 | 2 | 61 | 64 |
| 250 - 254 | 1 | 3 | 62 | 66 |
| 255 - 259 | 1 | 3 | 63 | 67 |
| 260 - 264 | 1 | 3 | 64 | 68 |



| No. athletes | Chef | Deputy | Officials | Total |
|--------------|------|--------|-----------|-------|
| 265 - 269 | 1 | 3 | 65 | 69 |
| 270 - 274 | 1 | 3 | 66 | 70 |
| 275 - 279 | 1 | 3 | 67 | 71 |
| 280 - 284 | 1 | 3 | 68 | 72 |
| 285 - 289 | 1 | 3 | 69 | 73 |
| 290 - 294 | 1 | 3 | 70 | 74 |
| 295 - 299 | 1 | 3 | 71 | 75 |
| 300 - 305 | 1 | 3 | 72 | 76 |
| 306 - 310 | 1 | 3 | 73 | 77 |
| 311 - 315 | 1 | 3 | 74 | 78 |
| 316 - 320 | 1 | 3 | 75 | 79 |
| 321 - 325 | 1 | 3 | 76 | 80 |
| 326 - 330 | 1 | 3 | 77 | 81 |
| 331 - 335 | 1 | 3 | 78 | 82 |
| 336 - 340 | 1 | 3 | 79 | 83 |
| 341 - 345 | 1 | 3 | 80 | 84 |
| 346 - 349 | 1 | 3 | 81 | 85 |
| 350 - 355 | 1 | 3 | 82 | 86 |
| 356 - 360 | 1 | 3 | 83 | 87 |
| 361 - 365 | 1 | 3 | 84 | 88 |
| 366 - 370 | 1 | 3 | 85 | 89 |
| 371 - 375 | 1 | 3 | 86 | 90 |
| 376 - 380 | 1 | 3 | 87 | 91 |
| 381 - 385 | 1 | 3 | 88 | 92 |
| 386 - 390 | 1 | 3 | 89 | 93 |
| 391 - 395 | 1 | 3 | 90 | 94 |
| 396 - 400 | 1 | 3 | 91 | 95 |
| 401 - 405 | 1 | 3 | 92 | 96 |

| No. athletes | Chef | Deputy | Officials | Total |
|--------------|------|--------|-----------|-------|
| 406 - 410 | 1 | 3 | 93 | 97 |
| 411 - 415 | 1 | 3 | 94 | 98 |
| 416 - 420 | 1 | 3 | 95 | 99 |
| 421 - 425 | 1 | 3 | 96 | 100 |
| 426 - 430 | 1 | 3 | 97 | 101 |
| 431 - 435 | 1 | 3 | 98 | 102 |
| 436 - 440 | 1 | 3 | 99 | 103 |
| 441 - 445 | 1 | 3 | 100 | 104 |
| 446 - 450 | 1 | 3 | 101 | 105 |
| 451 - 455 | 1 | 3 | 102 | 106 |
| 456 - 460 | 1 | 3 | 103 | 107 |
| 461 - 465 | 1 | 3 | 104 | 108 |
| 466 - 470 | 1 | 3 | 105 | 109 |
| 471 - 475 | 1 | 3 | 106 | 110 |
| 476 - 480 | 1 | 3 | 107 | 111 |
| 481 - 485 | 1 | 3 | 108 | 112 |
| 486 - 490 | 1 | 3 | 109 | 113 |
| 491 - 495 | 1 | 3 | 110 | 114 |
| 496 - 500 | 1 | 3 | 111 | 115 |
| 501 - 505 | 1 | 3 | 112 | 116 |
| 506 - 510 | 1 | 3 | 113 | 117 |
| 511 - 515 | 1 | 3 | 114 | 118 |
| 516 - 520 | 1 | 3 | 115 | 119 |
| 521 - 525 | 1 | 3 | 116 | 120 |
| 526 - 530 | 1 | 3 | 117 | 121 |
| 531 - 535 | 1 | 3 | 118 | 122 |
| 536 - 540 | 1 | 3 | 119 | 123 |
| 541 - 545 | 1 | 3 | 120 | 124 |



| No. athletes | Chef | Deputy | Officials | Total |
|--------------|------|--------|-----------|-------|
| 546 - 550 | 1 | 3 | 121 | 125 |
| 551 - 555 | 1 | 3 | 122 | 126 |
| 556 - 560 | 1 | 3 | 123 | 127 |
| 561 - 565 | 1 | 3 | 124 | 128 |
| 566 - 570 | 1 | 3 | 125 | 129 |
| 571 - 575 | 1 | 3 | 126 | 130 |

| No. athletes | Chef | Deputy | Officials | Total |
|--------------|------|--------|-----------|-------|
| 576 - 580 | 1 | 3 | 127 | 131 |
| 581 - 585 | 1 | 3 | 128 | 132 |
| 586 - 590 | 1 | 3 | 129 | 133 |
| 591 - 595 | 1 | 3 | 130 | 134 |
| 596 - 600 | 1 | 3 | 131 | 135 |



7.3. Alternate athletes

Alternate athletes will be accredited as “Ap”.

Alternate athletes are athletes that serve as a last-minute replacement, who are on-site in the Host City of the Olympic Summer Games. They are not part of the official NOC delegation and as such are not allocated a bed in the Olympic Village or any of the related entitlements. These alternate athletes are allocated in sports where the performance of an entire team is at stake if one of the athletes is unable to compete due to injury or illness.

The activation of an alternate athlete (Ap) accreditation into an athlete (Aa) accreditation is permanent and not reversible.

Access entitlements

Alternate athletes only have access to a single-sport training and competition venue. They also have the right to enter the Olympic Village and access the TA transport system, but are not provided a bed in the Olympic Village as per Rule 38.



Sports with alternate athletes:

Alternate athlete quotas are indicated in the qualification systems of each of the respective sports. Alternate athletes only apply to sports where the quota place is allocated to the NOC and not the athlete by name. The decision to bring alternate athletes is made by the NOC and any costs related to that decision is to be borne by the respective NOC.

| Sport | Quota |
|----------------------|--|
| Artistic swimming | Each qualified team is entitled to one (1) alternate athlete. |
| Athletics | Each NOC that has entered three (3) athletes in one (1) event is entitled to one (1) alternate athlete. |
| Cycling – BMX racing | 1 per event |
| Cycling – track | Each qualified team in team sprint is entitled to one (1) alternate athlete. Each qualified team in team pursuit and/or madison is entitled to one (1) alternate athlete. |
| Equestrian | Each qualified team is entitled to one (1) alternate athlete. |
| Fencing | Each qualified team is entitled to one (1) alternate athlete. |
| Handball | Each qualified team is entitled to two (2) alternate athletes. |
| Hockey | Each qualified team is entitled to two (2) alternate athletes. |
| Football | Each qualified team is entitled to four (4) alternate athletes. |
| Rowing | <p>Each qualified boat in the following events may be allocated one (1) alternate athlete:</p> <ul style="list-style-type: none"> – men's four (4-) – men's quadruple sculls (4x) – men's eight (8+) – women's four (4-) – women's quadruple sculls (4x) – women's eights (8+) <p>However, if an NOC qualifies both a men's four (4-) and a men's eight (8+) or a women's four (4-) and a women's eight (8+), they are only entitled to one (1) alternate athlete between both boats.</p> <p>Alternate athletes may be used by NOCs in any of the relevant events. The above system is simply the means to allocate the Ap accreditations.</p> |
| Rugby | Each qualified team is entitled to one (1) alternate athlete. |
| Table tennis | Each qualified team is entitled to one (1) alternate athlete. |
| Water polo | Each qualified team is entitled to the number of alternate athletes as stipulated in the qualification system |



8. Accreditation charts

This chapter contains the accreditation charts detailing all accreditation categories, the list of eligible populations, with their respective access rights.

The figures and entitlements for the different accreditation categories are provided for information and planning purposes only and will be finalised by the IOC in consultation with the OCOGs after the final sport and event programme and quotas are determined, in line with operational plans for key services.

The information is listed by organisation category.

This chapter contains the following topics:

| Topic | Page |
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8.1. Accreditation charts legend

Category

Group of accredited people based on the similarity of their Olympic roles, and therefore allocated similar access rights.

Population

Persons entitled to receive accreditation in the indicated category.

Venue access

Specifies venue access rights for each population within each category as per the following table:

| Venue Access | Access Entitlement |
|---|---|
| ALL (white letters on black background) | All competition and training venues with prime events access |
| ALL (black letters on grey background) | All competition and training venues without prime events access |
| OLV | Olympic Village(s) (Village Plaza only) |
| IBC | International Broadcast Centre |
| MPC | Main Press Centre |
| OFH | Olympic Family Hotel(s) |
| OLC | Olympic Club |
| OLP | Olympic Park |
| OPN | Open venues |
| VSA | Vehicle Screening Areas |

According to needs - allocation of venue access is granted by the IOC or OBS (for IBC access) according to the role/function of the applicant.



Zone access

States the access within venue each population within each category is restricted to circulate in as per the following table:

| Zone | Access Entitlement |
|-------|--|
| BLUE | FOP, operational areas (BOH), general circulation areas (FOH, BOH) |
| RED | Operational areas (BOH), general circulation areas (FOH, BOH) |
| WHITE | General circulation areas (FOH, BOH) |
| 2 | Athlete preparation areas |
| 4 | Press areas |
| 5 | Broadcast areas |
| 6 | Olympic family areas |
| R | Residential Zone of the Olympic Village(s) |

According to needs – allocation of zone access is granted by the IOC, OBS or the OCOG “Zone Owner” according to the role/function of the applicant.

Quota

Limitation placed on a population within each category.

Seating access

Indicates the access to reserved seating at sport venues for competition events as per the following table:

| Seating Access | Entitlement | Seating Code |
|----------------|------------------------------|--------------|
| Official | Official, Federation, Honour | O |
| Federation | Federation, Honour | F |
| Honour | Honour | H |
| Press | Press | E |
| Athletes | Athletes | A |

Ceremonies

Specifies the conditions of access to the opening and closing ceremonies and seating entitlements.



Transport

Lists the type of transport entitlements for each category and population as per the following table:

| Transport code | Description | Transport entitlements |
|----------------|--|---|
| T1 | Allocated Vehicle and Driver | <ul style="list-style-type: none"> Allocated Vehicle and Driver Games Stakeholder Transport system Free Public transport systems |
| T2 | Allocated Vehicles and Drivers | <ul style="list-style-type: none"> Allocated Vehicles and Drivers Games Stakeholder Transport system Free Public transport systems |
| T3 | Games Stakeholder transport system | <ul style="list-style-type: none"> Games Stakeholder transport system Free Public transport systems |
| TA | Athletes/NOCs transport system | <ul style="list-style-type: none"> Athlete/NOC transport system Free Public transport systems |
| TF | Technical Officials/IFs transport system | <ul style="list-style-type: none"> Technical Officials/IF transport system Free Public transport systems |
| TM | Media transport system | <ul style="list-style-type: none"> Media transport system Free Public transport systems |
| TP | Public transport systems | <ul style="list-style-type: none"> Free Public transport systems |



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8.2. International Olympic Committee categories

| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|--------------|--|---------------------------|-----------------------|--------|----------------|--|-----------|
| IOC | IOC President IOC Honorary President IOC Members IOC Honorary Members IOC Members of Honour IOC Director General IOC Deputy Director General IOC Olympic Games Executive Director IOC Directors IOC Olympic Games Associate Director Chair of the IOC Ethics Commission | ALL OLV IBC/MPC/OFH | 2, 4, 5, 6, R BLUE | | Official Stand | With complimentary ticket Seat in "IOC" Stand | T-1 |
| IOC** | Children of the above under 18 years old | ALL OLV IBC/MPC/OFH | 4, 5, 6, R RED | | Official Stand | With complimentary ticket Seat in "IOC" Stand | T-3 |
| IOC** | Accompanying Guest | ALL OLV IBC/MPC/OFH | 4, 5, 6, R RED | 1 each | Official Stand | With complimentary ticket Seat in "IOC" Stand | T-3 |



| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|----------------------|--|---|---|---------------------|--|--|-------------------|
| B | IOC Honoured Guests | ALL OFH | 6 WHITE | | Official Stand | With complimentary ticket Seat in "IOC" Stand | T-3 |
| B** | Accompanying Guest | ALL OFH | 6 WHITE | 1 each | Official Stand | With complimentary ticket Seat in "IOC" Stand | T-3 |
| B | Senior Executives of Rights Holders | ALL IBC/MPC/OFH OLV with guest pass | 4, 5, 6 RED | Limited by contract | Official Stand | With complimentary ticket Seat in "IOC" | T-3 and T-M |
| B** | Accompanying Guest | ALL IBC/MPC/OFH OLV with guest pass | 4,5, 6 WHITE | 1 each | Official Stand | With complimentary ticket Seat in "IOC" Stand | T-3 |
| X B U | IOC Entourage IOC Entourage IOC Entourage upgrade card | OFH/VSA OFH/VSA ALL | WHITE WHITE WHITE 6 according to needs | 2 each | | Ticket to be purchased Ticket to be purchased Ticket to be purchased | T-P T-3 T-3 |
| B | IOC Distinguished Guests (of IOC Members) | ALL OFH | 6 WHITE | 2 per IOC Member | Stand of Honour (with access to prime events) | Ticket to be purchased | T-3 |



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| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|----------|---|--------------------------|-----------------------|--------|--|--|-----------|
| B | IOC Guest | ALL OFH | 6 WHITE | | Stand of Honour (without access to prime events) | Ticket to be purchased | T-3 |
| B | Presidents of IOC- Recognised IFs | ALL OFH | 6 WHITE | | Stand of Honour (without access to prime events) | Ticket to be purchased | T-3 |
| IOC | IOC Medical and Scientific Commission Working Members | ALL OLV OFH | 2, 4, 5, 6, R BLUE | 35 | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "B" Stand | T-2 |
| B** | Accompanying Guest (IOC Medical and Scientific Commission Working Members) | ALL OFH | 6 WHITE | 1 each | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "B" Stand | T-3 |
| IOC | IOC Athletes Commission | ALL OLV OFH MPC | 2, 4, 5, 6, R BLUE | | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "B" Stand | T-3 |
| B** | Accompanying Guest (IOC Athletes Commission) | ALL OLV OFH MPC | 2, 4, 5, 6, R RED | 1 each | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "B" Stand | T-3 |



| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|----------|---|--|---|-------|---|--|-----------|
| IOC | IOC Associate Director IOC Staff | ALL OLV OFH MPC IBC according to needs | 4, 6 RED 2, 5, BLUE and R according to needs | | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "B" Stand | T-3 |
| IOC | Olympic Information Services | ALL OLV OFH MPC | 2, 4, 5, R BLUE | | Seating in "E" stand | Ticket necessary | T-M |
| IOC | IOC Official Photographer IOC Official TV crew | ALL OLV OFH IBC MPC | 2, 4, 6 RED 5, BLUE and R according to needs | | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "B" Stand | T-3 |



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| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|----------------|---|--|---|------------------------------|---|--|-----------|
| IOC | IOC Advisors | ALL OFH MPC IBC and OLV According to needs | 4, 6 RED 2, 5, BLUE and R according to needs | | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "B" Stand | T-3 |
| B | President and Secretary- General or Director of SportAccord, WFSGI, WOA, IPC, ARISF | ALL OLV OFH | 6 WHITE | Max 2 per Organisation | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "B" Stand | T-3 |
| | Staff of IPC | ALL OLV OFH | 6 WHITE | Agreed by IOC | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "B" Stand | T-3 |
| B (TAS/CAS) | Court of Arbitration for Sport Division President Court of Arbitration for Sport Member (TAS/CAS) Court of Arbitration for Sport Staff | ALL OLV OFH | 6 WHITE | | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "B" Stand | T-2 |



| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|-------------|---|---------------------------|--|---------------|---|--|--------------------|
| B | President and Secretary General (TAS/CAS) | ALL OLV MPC/IBC/OFH | 4,5,6, R BLUE | | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "B" Stand | T-2 |
| B** | Accompanying Guest | ALL OFH | 6 WHITE | Agreed by IOC | Stand of Honour (without access to prime events) | With complimentary ticket Seat in "B" Stand | T-3 |
| B (WADA) | World Anti-doping Agency Observers | ALL OLV OFH | 2, 4, 5, 6, R BLUE | Agreed by IOC | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "B" Stand | T-2 |
| | Staff | ALL OLV OFH | 2, 4, 6 RED R according to needs | Agreed by IOC | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "B" Stand | T-2 |
| U | Upgrade cards | According to needs | According to needs | | According to needs | No rights | According to needs |
| B | Guests | OFH | n/a | | Access to venues only with ticket | Ticket necessary | T-P |
| IOC | IOC Service Providers | According to needs | According to needs | | According to needs | Ticket to be purchased | According to needs |



8.3. International Federation categories

| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|----------|--|---|-----------------------|--------------------------------|---|---|-----------|
| IF | Presidents and Secretaries General of International Federations on the Games Programme | ALL OLV MPC/IBC/OFH | 2, 4, 5, 6, R BLUE | 1 each | Official Stand Federation Stand in own sport | With complimentary ticket Seat in "IF" Stand | T-1 |
| IF** | Accompanying Guest | ALL OLV MPC/IBC/OFH | 4, 6, R RED | 1 each | Official Stand Federation Stand in own sport | With complimentary ticket Seat in "IF" Stand | T-3 |
| IF | Presidents and Secretaries General of other Olympic IFs | ALL OFH | 6 WHITE | 1 each | Official Stand | With complimentary ticket Seat in "IF" Stand | T-3 |
| IF** | Accompanying Guest | ALL OFH | 6 WHITE | 1 each | Official Stand | With complimentary ticket Seat in "IF" Stand | T-3 |
| IF | Transferable Guest Cards (for IFs on the Games programme) | Own sport venues (Winter) OPN (Winter) ALL (Summer) | 6 WHITE | 15 per IF transferable 2 times | Federation Stand | With complimentary ticket Seat in "IF" Stand | T-F |





| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|----------|--|----------------------------------|--|------------------|--|--|-----------|
| IF | IF Executive Board members | Own sport venues OPN (Winter) | 2, 4, 5, 6 BLUE | Agreed by IOC | Federation Stand | With complimentary ticket Seat in "IF" Stand | T-3 |
| IF** | Accompanying Guest | Own sport venues OPN (Winter) | 6 WHITE | 1 each | Federation Stand | With complimentary ticket Seat in "IF" Stand | T-3 |
| IF | IF Delegates | ALL | 2, 4, 5, 6 BLUE | Agreed by IOC | Seat in Federation Stand in own sport Stand of Honour in other venues | With complimentary ticket Seat in "IF" Stand | T-2 |
| IF** | Accompanying Guest | ALL | 6 WHITE | 1 each | Seat in Federation Stand in own sport Stand of Honour in other venues | With complimentary ticket Seat in "IF" Stand | T-3 |
| IF | IF Full Time Senior Staff | Own sport venues OFH MPC | 2, 4, 5, 6 BLUE | Agreed by IOC | Federation Stand | With complimentary ticket Seat in "IF" Stand | T-3 |
| J | IFs Technical Officials, Judges, Jury Members | Own sport venues | 2 6 (OCOG upgrade according to availability) BLUE | Agreed by IOC | Federation Stand at own sport venues | With complimentary ticket Seat in "J" Stand | T-F |



| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|----------|---|-------------------------|---|------------------|--|---------------------------------------|-------------|
| U | Upgrade cards (for IFs on the Games programme) | ALL | 6 WHITE | 15 per IF | Stand of Honour (with access to prime events) | No rights | n/a |
| IF | Equipment Technicians | Own sport venues | 2 BLUE | Agreed by IOC | No seating access Ticket necessary | No seating access Ticket necessary | T-P |
| IF | IF Staff | Own sport venues | 2, 4, 6 5 (OCOG upgrade according to availability) BLUE | Agreed by IOC | Federation stand | No seating access Ticket necessary | T-F |
| IF | Head of Media | Own sport venues MPC | 2, 4, 6 5 (OCOG upgrade according to availability) BLUE | 1 | Federation stand | No seating access Ticket necessary | T-F and T-M |
| IF | IF Medical Officer | Own sport venues OLV | 2, 6, R 4, 5 (OCOG upgrade according to availability) BLUE | 1 | Federation stand | No seating access Ticket necessary | T-3 |



| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|----------|---|------------------------|-----------------------|--------------------------------------|---|--|-----------|
| IF | ASOIF President | ALL MPC/IBC/OFH/OLV | 2, 4, 5, 6, R BLUE | | Official Stand | With complimentary ticket Seat in "IF" Stand | T-1 |
| | ASOIF Secretary General (Summer) or AIOWF Secretary General (Winter) | ALL MPC/IBC/OFH/OLV | 2, 4, 5, 6, R BLUE | | Federation Stand | With complimentary ticket Seat in "IF" Stand | T-3 |
| IF** | Accompanying Guest | ALL MPC/IBC/OFH/OLV | 4, 6, R RED | 1 each | Federation Stand | With complimentary ticket Seat in "IF" Stand | T-3 |
| IF | Working staff of ASOIF (Summer) or AIOWF staff (Winter) | ALL MPC/OFH | 2, 4, 6 RED | 2 | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "IF" Stand | T-3 |
| U | Upgrade cards | | | According to IF transport DSLA | | | T-3 |



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8.4. National Olympic Committee categories

| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|--------------|--|---------------------------|-----------------------|--|--|---|---|
| NOC | Presidents and Secretaries-General of NOCs with participating athletes | ALL OLV IBC/MPC/OFH | 2, 4, 5, 6, R BLUE | Transferable 1 time | Official Stand or Athletes' stand at all sports venues | With complimentary ticket Seat in "NOC" Stand | T-2 and T-A T-1 and T-A (over 49 athletes) |
| NOC** | Accompanying Guest | ALL OLV IBC/MPC/OFH | 4, 6, R RED | 1 each Transferable 1 time | Official Stand | With complimentary ticket Seat in "NOC" Stand | T-3 |
| NOC | Sovereign or Head of State and Head of Government | ALL | 6 WHITE | | Official Stand | With complimentary ticket Seat in "NOC" Stand | T-3 |
| NOC** | Accompanying Guest | ALL | 6 WHITE | 1 each | Official Stand | With complimentary ticket Seat in "NOC" Stand | T-3 |
| NOC | Sport Ministers of NOCs with participating athletes | ALL | 6 WHITE | (Transferable 1 time if responsibility is shared between 2 or more ministers) | Official Stand | With complimentary ticket Seat in "NOC" Stand | T-3 |
| NOC** | Accompanying Guest | ALL | 6 WHITE | 1 each | Official Stand | With complimentary ticket Seat in "NOC" Stand | T-3 |



| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|------------|---|--------------------|----------------|--|--|--|-----------|
| NOC | Head of Diplomatic Mission of NOC with participating athletes (Ambassador, Consul General, High Commissioner or equivalent) | ALL | 6 WHITE | 1 (Valid only when their Sovereign/Head of State or Head of Government is present at the Games) | Stand of Honour (without access to prime events) | No seating access Ticket necessary | T-P |
| NOC | Staff of Sovereign or Head of State and Head of Government (NOC's with participating athletes) | ALL | 6 WHITE | 2 each | Stand of Honour without access to prime events) | No seating access Ticket necessary | T-P |
| NOC | Transferable Guest cards (NOCs with participating athletes) | ALL | 6 WHITE | 1 per 20 athletes (Summer) 1 per 10 athletes (Winter) Transferable 2 times | Stand of Honour without access to prime events) | With complimentary ticket Seat in "NOC" Stand | T-P |
| O | Candidate/Interested City Executives | ALL OLV MPC/OFH | 2, 4, 6 RED | 4 each Transferable 1 time | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "NOC" Stand | T-3 |








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| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|-----------|---|--|---------------------------|--|---|---------------------------------------|-------------|
| O | Candidate/Interested City Observers | ALL OFH | RED According to needs | Maximum 8 each | No seating access Ticket necessary | No seating access Ticket necessary | T-P |
| U | Upgrade cards (for NOCs with participating athletes) | ALL | 6 WHITE | 1 per 50 athletes (Summer) 1 per 25 athletes (Winter) | Stand of Honour without access to prime events) | No rights | n/a |
| Aa | Olympic Athletes | Own sport venues OLV OPN (Winter) MPC IBC | 2, R BLUE | | Athletes' stand at own sport venues. Free ticket necessary at other venues | According to ceremonies programme | T-A |
| Ac | NOC Chefs de Mission and Deputy Chefs de Mission | ALL OLV MPC/IBC/OFH | 2, 4, 5, 6, R BLUE | | Stand of Honour or Athletes' stand at all sports venues (with access to prime events) | According to ceremonies programme | T-3 and T-A |
| Ac | Olympic Attachés | ALL OLV IBC/MPC | 2, 4, 6, R BLUE | | Athletes' stand at all sports venues | According to ceremonies programme | T-A |



| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|---|---|---|-----------------|--|---|-----------------------------------|-------------|
|  Ao | Coaches Medical personnel Technical personnel Administrative personnel Veterinarians (Summer) | Own sport venues or all venues where athletes participate OLV | 2, R BLUE | | Athletes' stand at own sport venues or all venues where athletes participate Free ticket necessary for Athletes' stand at other venues | According to ceremonies programme | T-A |
|   Ao | Additional Officials | Own sport venues or all venues where athletes participate OLV | 2, R BLUE | See Chapters 7.1.2 (Winter) and 7.2.2 (Summer) | Athletes' stand at own sport venues or all venues where athletes participate Free ticket necessary for Athletes' stand at other venues | According to ceremonies programme | T-A |
| Ao | Press Attachés | Own sport venues or all venues where athletes participate OLV MPC/IBC | 2, 4, R BLUE | | Athletes' stand at own sport venues or all venues where athletes participate Press "E" stand with upgrade Free ticket necessary for athletes' stand at other venues | According to ceremonies programme | T-A and T-M |



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| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|----------|--|----------------------------------|-----------------------|---------------|---|---|-----------|
| Ao | Caddies (Summer) | Golf venue(s) only OLV | 2, R BLUE | 1 per athlete | Athletes' stand | No seating access Ticket necessary | T-A |
| Ao | Grooms (Summer) | Equestrian venues only OLV | 2, R BLUE | 1 per horse | No seating access Ticket necessary | No seating access Ticket necessary | T-A |
| NOC | Horse Owners (Summer) | Equestrian venues only | 2, 6 RED | 2 per horse | Athletes' stand | No seating access Ticket necessary | T-P |
| NOC | Members of the Executives of ANOC | ALL OLV MPC, OFH | 2, 4, 5, 6, R BLUE | 4 | Stand of Honour without access to prime events) | With complimentary ticket Seat in "NOC" Stand | T-3 |
| NOC | Continental NOC Associations (not otherwise accredited), ANOC Staff | ALL OLV MPC, OFH | 2, 4, 5, 6, R BLUE | 5 each | Stand of Honour without access to prime events) | With complimentary ticket Seat in "NOC" Stand | T-3 |
| P | Personal Coaches (Summer) | Own training venue(s) only | 2 BLUE | | No seating access Ticket necessary | No seating access Ticket necessary | T-P |
| P | Training Partners | Own sport venue(s) | 2 BLUE | | No seating access Ticket necessary | No seating access Ticket necessary | T-P |



| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|------------|------------------------|---------------------------|--------------|---|---------------------------------------|---------------------------------------|-----------|
| Ap | Alternate Athletes | Own sport venue(s) OLV | 2, R BLUE | | No seating access Ticket necessary | No seating access Ticket necessary | T-A |
| NOC | Driver | VSA | WHITE | 1 per dedicated and rate card vehicle | No seating access Ticket necessary | No seating access Ticket necessary | T-P |
| NOC | Village Administration | OLV | R | 10% of guest pass quota. If this allocation is used there will be a reduction to the overall guest pass quota | No seating access Ticket necessary | No seating access Ticket necessary | T-P |



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8.5. Host Organising Committee categories

| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|---------------|--|---------------------------|-----------------------|--------|----------------|--|-----------|
| OCOG | President and Director General of Host OCOG | ALL OLV MPC/IBC/OFH | 2, 4, 5, 6, R BLUE | | Official Stand | With complimentary ticket Seat in "IOC" Stand | T-1 |
| OCOG** | Accompanying Guest | ALL OLV MPC/IBC/OFH | 2, 4, 5, 6, R BLUE | 1 each | Official Stand | With complimentary ticket Seat in "IOC" Stand | T-3 |
| OCOG | Mayor of the Host City | ALL | 6 WHITE | | Official Stand | With complimentary ticket Seat in "IOC" Stand | T-3 |
| OCOG | National Head of State and Government | ALL | 6 WHITE | | Official Stand | With complimentary ticket Seat in "IOC" Stand | T-3 |
| OCOG** | Accompanying Guest | ALL | 6 WHITE | 1 each | Official Stand | With complimentary ticket Seat in "IOC" Stand | T-3 |
| OCOG | Honoured Guest (proposed by OCOG, quota agreed by IOC) | ALL | 6 WHITE | | Official Stand | With complimentary ticket Seat in "IOC" Stand | T-3 |



| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|----------|--|-----------------------|--------------------|---------------------------|---|---|-----------|
| OCOg | OCOg Distinguished Guests (proposed by OCOg, quota agreed by IOC) | ALL | 6 WHITE | | Stand of Honour without access to prime events) | No seating access Ticket necessary | T-P |
| OCOg | OCOg Guests | n/a | n/a | | No seating access Ticket necessary | No seating access Ticket necessary | T-P |
| OCOg | National Partners' Senior Executives | ALL OLV MPC | 4, 6 RED | Limited by contract | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "OCOg" stand | T-3 |
| OCOg** | Accompanying Guest | ALL OLV MPC | 4, 6 RED | 1 each | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "OCOg" stand | T-3 |
| OCOg | National Partners Project Leader | ALL OLV MPC | 4, 6 RED | 2 each | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "OCOg" stand | T-3 |
| OCOg | Interpreters (in consultation with IOC) | According to needs | According to needs | | No seating access Ticket necessary | No seating access Ticket necessary | T-P |



| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|------------|--|--|----------------------------------|-------|---------------------------------------|---------------------------------------|-----------|
| OCO | Staff of sporting goods manufacturers (quota and access proposed by OCOG, agreed by IOC) | According to needs (proposed by OCOG, agreed by IOC) | 2 and WHITE by means of Upgrades | | No seating access Ticket necessary | No seating access Ticket necessary | T-P |
| OCO | OCO Staff, Volunteers, Contractors (agreed by IOC) | According to needs | According to needs | | No seating access | No seating access | T-P |
| S | Security (in consultation with IOC) | According to needs | According to needs | | No seating access | No seating access | T-P |
| X | Entourage of Guests (agreed by IOC) | According to needs | According to needs | | No seating access | No seating access | T-P |



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8.6. Future Organising Committees categories



| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|-------------|--|---------------------------|----------------|--------|---|---|-----------|
| OC | Presidents and Directors-General of last preceding and future OCOGs and YOGOCs (Summer and Winter) | ALL OLV IBC/MPC/OFH | 2, 4, 6 RED | | Official Stand | With complimentary ticket Seat in "IOC" Stand | T-3 |
| OC** | Accompanying Guest | ALL OLV IBC/MPC/OFH | 6 RED | 1 each | Official Stand | With complimentary ticket Seat in "IOC" Stand | T-3 |
| OC | Mayors of next Olympic Games Host Cities | ALL MPC/OFH | 6 WHITE | | Official Stand | With complimentary ticket Seat in "IOC" Stand | T-3 |
| OC** | Accompanying Guest | ALL MPC/OFH | 6 WHITE | 1 each | Official Stand | With complimentary ticket Seat in "IOC" Stand | T-3 |
| OC | Executive Members of future Games OCOGs and YOGOCs | ALL OLV MPC/OFH | 6 RED | 4 each | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "OCOG" Stand | T-3 |



| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|----------|--|--------------------|--------------------|--------|---------------------------------------|---------------------------------------|-----------|
| O | Observers from other OCOGs and YOGOCs (proposed by IOC) | According to needs | According to needs | | No seating access Ticket necessary | No seating access Ticket necessary | T-P |
| O | Observers from Organisers of Regional Games, World Championships | According to needs | According to needs | 4 each | No seating access Ticket necessary | No seating access Ticket necessary | T-P |



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8.7. Olympic Partner categories

| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|--------------|---|-----------------------|---------------|---------------------|----------------|--|-----------|
| TOP | Chairman and Chief Executive Officer of the TOP Programme | ALL OLV MPC/OFH | 4, 6 RED | Limited by contract | Official Stand | With complimentary ticket Seat in "IOC" stand | T-3 |
| TOP** | Accompanying Guest | ALL OLV MPC/OFH | 4, 6 RED | 1 each | Official Stand | With complimentary ticket Seat in "IOC" stand | T-3 |
| TOP | Senior Executives | Two Part Card | Two Part Card | Limited by contract | | | |
| TOP** | Accompanying Guest | Two Part Card | Two Part Card | Limited by contract | | | |



| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|------------|--|---|--|------------------------------|--|--|-----------|
| U | Upgrades for Senior Executives and Accompanying Guests | ALL, OLV, MPC, OFH | 4, 6 WHITE | 1 for every 4 Identity Cards | Official Stand | With complimentary ticket Seat in "IOC" stand | T-3 |
| TOP | Olympic Project Leaders | ALL OLV MPC/OFH IBC according to needs | 2, 4, 6 RED 5, BLUE according to needs | Limited by contract | Stand of Honour (with access to prime events) | With complimentary ticket Seat in "B" Stand | T-3 |
| TOP | Senior Technical Operations Staff | According to needs | According to needs | | No seating access | No seating access | T-P |
| TOP | Operations Staff (in consultation with IOC) | According to needs | According to needs | | No seating access | No seating access | T-P |
| TOP | Activation Staff | According to needs | According to needs | | No seating access | No seating access | T-P |
| TOP | Hospitality Staff | Two Part Card | Two Part Card | | | | T-P |
| U | Upgrades for Hospitality Staff | ALL | WHITE | | 1 Every 20 Guests on a peak day | | T-P |



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8.8. Broadcaster categories

| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|------------|---|---------------------------------------|--|--|---|--|-----------|
| RTa | Senior Management Personnel of RHBs | ALL MPC/IBC OLV with guest pass | 4, 5, 6 RED 2, BLUE according to needs | | Seating in "RT" stand by prior arrangement | With complimentary ticket (limited numbers) Seat in "RT" Stand | T-M |
| RTb | Production and Technical Personnel of RHBs | ALL MPC/IBC OLV with guest pass | 4, 5 RED 2, BLUE according to needs | | Seating in "RT" stand by prior arrangement | No seating access Ticket necessary | T-M |
| RTc | IBC Support Personnel of RHBs | MPC/IBC or according to needs | n/a | | No seating access Ticket necessary | No seating access Ticket necessary | T-M |
| RTh | Hospitality Programme Project Lead | ALL MPC/IBC | 4, 5, 6 RED | Agreed by IOC | No seating access Ticket necessary | No seating access Ticket necessary | T-M |
| | Hospitality Staff | Two Part Card | Two Part Card | Agreed by IOC | No seating access Ticket necessary | No seating access Ticket necessary | T-P |
| U | Upgrades for Hospitality Staff | ALL | WHITE | 1 every 20 guests on a peak day | | | T-P |



| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|------------|--|--|---|-------|---------------------------------------|---------------------------------------|-----------|
| HBa | Senior Management Personnel of Host Broadcaster | ALL MPC/IBC OLV with guest pass | 2, 4, 5, 6 BLUE | | No seating access Ticket necessary | No seating access Ticket necessary | T-M |
| HBb | Production and Technical Personnel of Host Broadcaster | According to needs MPC/IBC OLV with guest pass | 4, 5 RED 2, BLUE according to needs | | No seating access Ticket necessary | No seating access Ticket necessary | T-M |
| HBc | IBC Support Personnel of Host Broadcaster | MPC/IBC | n/a | | No seating access Ticket necessary | No seating access Ticket necessary | T-M |



5%1#8

8.9. Written press and photographers categories



| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|------------------------|--------------------------------------|--|-------------|-------|---|---|-----------|
| E | Journalists | ALL MPC OLV with guest pass | 4 WHITE | | Seating in "E" stand | With complimentary ticket (limited numbers) Seat in "E" Stand | T-M |
| Es | Sport-Specific Journalists | Own sport venues MPC OLV with guest pass | 4 WHITE | | Seating in "E" stand | With complimentary ticket (limited numbers) Seat in "E" Stand | T-M |
| Ex (Summer) | National and/or Regional Journalists | Relevant local venues OLV with guest pass | 4 WHITE | | Seating in "E" stand | No seating access | T-M |
| EP | Photographers | ALL MPC OLV with guest pass | 4 WHITE | | Access to photo positions with special vest/bib/armband | With complimentary tickets (limited numbers) Field access with special vest/bib/armband No seating provided | T-M |
| EPs | Sport-Specific Photographers | Own sport venues MPC OLV with guest pass | 4 WHITE | | Access to photo positions with special vest/bib/armband | With complimentary tickets (limited numbers) Field access with special vest/bib/armband No seating provided | T-M |



| CATEGORY | POPULATION | VENUE ACCESS | ZONE ACCESS | QUOTA | SEATING ACCESS | CEREMONIES | TRANSPORT |
|---------------------|--|---|-------------|-------|--|--|-----------|
| EPx (Summer) | National and/or Regional Photographers | Relevant local venues, OLV with guest pass | 4 WHITE | | Access to photo positions with special vest/bib/armband | No seating access | T-M |
| ET | Technicians (computer, electricians, lab personnel, technical staff) | ALL MPC OLV with guest pass | 4 WHITE | | No seating access Access to photo positions and E stand for technical reasons | With complimentary ticket (limited numbers) Access to photo positions and E stand for technical reasons | T-M |
| Ec | Support Personnel assigned to the MPC | MPC | n/a | | No seating access Ticket necessary | No seating access Ticket necessary | T-M |
| ENR | Non-Rights-Holding Media | ALL without equipment MPC OLV with guest pass without equipment | 4 WHITE | | Seating in "E" stand | No seating access Ticket necessary | T-M |



9. Vehicle accreditation

This chapter provides the framework for the Vehicle Access and/or Parking Scheme (VAPPS) and details the vehicle access and/or parking rights for each Games stakeholder.

The VAPPS is the mechanism to control all vehicle access to the Olympic Route Network (ORN), precincts and venues. The Vehicle Access and/or Parking Permits (VAPP) provide the access and/or parking information to enable the driver, OCOG and authority personnel, such as traffic management and security agencies, to operate near and within Olympic venues. VAPPs are required for all vehicles, including watercraft. VAPPs are the responsibility of the OCOG Transport area to manage. VAPPs are assigned to individuals, organisations or specific vehicles.

VAPPS are implemented to:

- support operational and security requirements at Olympic precincts/venues;
- manage vehicle access to Olympic precincts/venues, ensuring vehicles have the required access to perform their Games function;
- support efficient transport and venue access for all Games stakeholders;
- support traffic management arrangements within specific zones and areas surrounding Olympic precincts/venues; and
- manage access to the ORN.

VAPPS, and the implementation of vehicle access and parking controls at venues, is a challenging operation for Transport to manage. The allocation of VAPPs is limited and is specific to stakeholders and their needs.

The purpose of this chapter is to provide the OCOG, Host City authorities and Games stakeholders with a standardised VAPPS to ensure a consistent approach from Games to Games.



The policies and requirements covered by this chapter should be applied to the Paralympic Games.



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9.1. VAPPS principles

VAPPs for the Olympic Games incorporate three principles to be effective: visibility, security and functionality.

Visibility

The ability to quickly and easily identify and delineate all official Olympic Games vehicles from general spectator or background traffic is critical in the areas around Games venues. Sorting these vehicles occurs on public roadways, near the entrances to venue parking areas and when accessing a venue through a Vehicle Permit Check Point (PCP) or a Vehicle Screening Area (VSA). As such, VAPPS must be designed to provide visibility of official vehicles (including those that are not otherwise marked), and to allow quick and efficient sorting.

VAPPs must be distinctively coloured and large enough to be identified at a distance. The size and the font type play important roles in assisting transport, traffic and security personnel to immediately recognise the different access and parking rights the vehicle has when looking at the VAPP.

Security

Security is the highest priority for every Games and VAPPs require controls to avoid theft, trading or misuse and counterfeiting. Games stakeholders having access and/or parking entitlements to venues and/or the ORN understand that this access is very valuable and a necessity to perform their Games-time function. At most Games, there is a scarcity of parking spaces and a finite number of load zones that requires management and control. As a result, access and parking at all Olympic Games are limited and restricted by operational necessity and space available. Counterfeit VAPPs could be used to allow additional vehicles in a venue or to a load zone, exceeding venue operational capacity and risking the venue's integrity and security controls.

It is vital that only authorised vehicles access Games venues. The ability for security workforce at a VSA and traffic control workforce at a PCP to identify a counterfeit VAPP is imperative.

Functionality

The VAPPs scheme needs to be flexible and simple, as it is used for all Games stakeholders that have differing access and/or parking requirements. Demand for parking and load zones nearest to the venue can be great and it is often these spaces that are the most scarce. Initial requests for access and/or parking always exceed supply and therefore this chapter provides the proven method to differentiate Games stakeholders and their access levels, which is essential to manage the requests and allocation control. Three types of VAPPs are available; primary VAPPs, secondary VAPPs and day pass VAPPs.

Primary VAPPs provide the single key control mechanism for all vehicles and provide the basic required access and/or parking. The primary VAPP can be transferrable or non-transferrable between vehicles as agreed with each stakeholder group, the OCOG and the IOC through the Service Level Agreement (SLA) process.

Secondary VAPPs are allocated for special events, such as opening or closing ceremonies or specialised access within venues, such as the broadcast compound or FOP. Secondary VAPPs need to be easily identifiable, and clearly different from Primary VAPPs.

Day pass VAPPs are provided for single venue entry.



9.2. Categories for vehicle permit allocation

VAPPs are provided to two categories of vehicles:

1. accredited Games stakeholders; and
2. Games operations.

Vehicle permits can also be provided to the following categories if required:

3. residents and businesses; and
4. public transport and taxis.

[Section 9.3.5 - Primary VAPP allocation table](#) of this document summarises the vehicle access and/or parking requirements for accredited Games stakeholders and Games operations, and corresponds with the Olympic Games Guide on Transport.

9.2.1. Accredited Games stakeholders

VAPPs are provided to accredited Games stakeholders allowing them to operate throughout the Games theatre. VAPPs' allocation is determined by a number of criteria:

- Olympic Games Guide on Transport allocation, agreed through the detailed stakeholder SLA process;
- IOC contractual obligation;
- OCOG contractual obligation; and
- parking and/or load zone space availability at venues.

The Olympic Games Guide on Transport provides details for each Games stakeholder group regarding allocation of vehicles and the access and/or parking required. All permits are free of charge unless it is stated that they are provided through the rate card programme.

NOC

NOCs are allocated a number of dedicated vehicles (and drivers) with VAPPs for Games-time use. The Olympic Games Guide on Transport details the quantity of vehicles provided to an NOC. One (1) VAPP must be provided for each vehicle.

Should the OCOG provide NOC equipment vehicles or NOC team sport dedicated vehicles to support the TA transport system, the NOCs are to be provided with venue-specific VAPPs for each vehicle for their specific sport training and competition venue/s and the relevant Olympic Village parking areas. In some instances, NOCs may use specialist vehicles to move equipment and the OCOG will provide a venue-specific VAPP.

All allocations of vehicles, drivers and VAPPs are subject to agreement between NOC Services, Sport and Transport areas and are subject to agreement with the IOC.

NOCs are offered additional VAPPs through rate card to use on a vehicle of their choice, excluding buses. Many NOCs will either rent vehicles through rate card, hire vehicles through rental agencies, or



be given vehicles to use by NOC Marketing Partners. Rate card VAPPs are offered according to availability and the offer is subject to agreement with the IOC. Circulation VAPPs allowing NOCs to drop off and pick up at Games venues gives the NOCs the additional flexibility they need for their operations.

NOCs may also require one-off VAPPs to assist them with movements for their team to their own official functions that may be in a non-Olympic venue. The OCOG should arrange, at reasonable cost, vehicles and VAPPs to support these specific movements, particularly to enable the team to have access to/from nominated locations near the Olympic Village. In no circumstances are these vehicles and VAPPs to be used for guest hospitality programmes at competition venues.

Previous Games have also established an arrival VAPP to enable NOCs to self-drive arrive at the Olympic Village. The arrival VAPP is extremely limited and has a time restriction to allow a one-off movement to access the Olympic Village Welcome Centre or their accommodation if it is in a restricted zone.

NOC Presidents' and Secretaries-Generals' vehicles are managed as part of the Olympic family VAPPs, detailed later in this section.

International dignitaries are invited to the Olympic Games by their NOC. International dignitaries are subject to IOC and Host Country/state protocols for protected persons. The OCOG provides the required VAPPs for the International dignitaries and their escort vehicles subject to agreement with the IOC, the relevant Host Country authority and security.

The allocation of VAPPs and parking for NOCs is documented and agreed through the Transport Detailed Service Level Agreement (DSLAs).

IF

Each IF is allocated a number of vehicles (and drivers) with VAPPs for Games-time use. Each IF receives one (1) VAPP for each vehicle, as per the Olympic Games Guide on Transport. Each IF is allocated vehicles for shared use of the IF Delegates of each sport/discipline. It is at the discretion of the OCOG to determine if the IF can use their VAPP on their own vehicle. The number of vehicles, VAPPs and parking is discussed and agreed by each IF and the OCOG.

IFs may be offered VAPPs through the rate card to use on their own vehicle according to availability subject to agreement with the IOC.

IF President's and Secretary General's vehicles are managed as part of the Olympic family VAPPs, detailed later in this section. It is at the discretion of the OCOG to determine if the IF Presidents and Secretaries-General can use their VAPP on their own vehicle.

Individual IFs may have accredited equipment technicians. The OCOG needs to work with each Sport Manager to determine requirements, and provide them with operations VAPPs, depending on the amount of parking space available.

The allocation of VAPPs and parking for each IF is documented and agreed individually through the Transport DSLAs.

Broadcast

A number of vehicles are provided to OBS for its exclusive use. OBS and RHBs are provided VAPPs through their contractual agreements for use on their own vehicles. Broadcast VAPPs include OBS and RHB operational vehicles, Electronic News Gatherer (ENG) services, Satellite News Gatherer (SNG)



crew vehicles, Outside Broadcast (OB) van and support vehicles, access to broadcast compounds, broadcast parking areas and FOP depending on the sport.

OBS liaises directly with each RHB to determine the quantity of VAPPs they will receive. The total quantity of VAPPs provided by the OCOG to OBS for distribution is to be agreed between the IOC, the OCOG and OBS and is documented in the Transport DOLA.

A number of RHBs have contractual agreements that enable them to operate a Marketing Partner hospitality programme and therefore they have the right to receive the Marketing Partner Coach Programme (MPCP) VAPP. Only the RHBs that have the contractual agreement are able to receive the VAPP and the associated access and parking. These VAPPs are not differentiated, that is they are MPCP VAPPs, and the RHBs are subject to the same principles, operating procedures and policies as the Marketing Partners.

Press

The International Olympic Photo Pool (IOPP) are provided with two (2) vehicles with VAPPs per IOC-recognised agency.

All accredited press are able to purchase rate card VAPPs from the rate card catalogue. The venues and quantity of VAPPs available for purchase is determined by the quantity of parking spaces available. These numbers are to be agreed between the OCOG and the IOC.

IOC – Olympic family

To enable smooth operations, the IOC is allocated individual and pool vehicles with drivers for the provision of Games-time T1 and T2 transport services; other Games stakeholder sub-categories are also provided T1 and T2 vehicles with drivers, for example NOC and IF Presidents and Secretaries General. These stakeholders, in addition to the IOC, are collectively referred to as the 'Olympic family' in this document. All vehicles allocated to provide T1 and T2 services will be provided with a P2 VAPP. The VAPP can be separated into 'T1' and 'T2' or be a combined T1/T2 VAPP.

The IOC is also provided an allocation of VAPPs by agreement with the OCOG for specific programmes, initiatives and events, for example, Games Experience Programmes and special hospitality programmes. These programmes may operate with dedicated buses, which may be provided and/or operated by the OCOG or by the IOC. The number of VAPPs provided is very limited, as determined by the IOC. The VAPPs and venue transport plans will need to determine where these vehicles operate on the venue according to space, policy and the access requirements.

Marketing Partners

Marketing Partners provide operational support and services for an Olympic Games and, through their contractual agreement, are also able to provide guest hospitality programmes.

The IOC/OCOG has a contractual obligation to provide a fair and reasonable number to VAPPs for each Marketing Partner. The quantity provided must be agreed with the IOC. There are no specific quantities for either operational vehicles or the hospitality guest programme listed in IOC contracts; these are negotiated based on operational requirements. Circulation VAPPs allowing Marketing Partners to drop off and pick up at Games venues, may give the Marketing Partners the additional flexibility they need for their operations.

Marketing Partners are provided VAPPs (including circulation VAPPs) for their operational vehicles that are required to deliver goods and services to Olympic venues (such as food and beverage), and/or for



venue operations vehicles required to support operations at Olympic venues (such as timing, scoring and results), by agreement or contractual obligation with the OCOG and IOC for Olympic Partner categories. The operational VAPPs for Marketing Partners are negotiated with the relevant area and venue operations according to the requirements of the venue (e.g. timing scoring and results are coordinated through Technology area, beverage is coordinated through Food and Beverage area).

Marketing Partners are provided VAPPs for their hospitality guest programme coaches and the support vehicles required to operate the programmes. These VAPPs are included in the contracts of the Marketing Partners and the numbers are agreed with the OCOG and IOC, as plans for the hospitality guest programmes are developed. Coaches are provided either by the OCOG or privately sourced by the specific Marketing Partners. The VAPP does not differentiate between these buses, as all stakeholders receive the same level of access. The Marketing Partner hospitality guest program operates in the venue FOH and the spaces are managed by the OCOG.

Each TOP Partner is entitled to receive two (2) P2 VAPPs. Some TOP Partners have additional entitlements through contractual arrangements. The Transport area will require access to the specific section of the contract to confirm the exact number of P2 VAPPs for each TOP Partner. These VAPPs can be used on a vehicle provided by the OCOG, or a vehicle supplied by the Marketing Partners.

9.2.2. Games operations

Transport systems

The OCOG provides transport systems for Games stakeholders. The vehicles used to provide these systems require VAPPs. The details regarding the systems and the vehicle access and/or parking allocations required are provided in the Olympic Games Guide on Transport.

The systems include:

| Transport systems | Code |
|--|-------|
| Athlete and team officials | TA |
| IF Technical Officials (TO) and delegates | TF |
| Media | TM |
| OBS Direct and Dedicated Service (DDS) | DDS |
| Marketing Partner Coach Programme (MPCP) | MP |
| Olympic family allocated vehicles and drivers | T1/T2 |
| Olympic family transport system | T3 |
| Spectator transport system (if provided/required to supplement public transport) | TS |
| Workforce transport system (if provided/required to supplement public transport) | TW |

Operational vehicles

Operational vehicles will be required to have access and/or parking at venues. These vehicles are for the OCOG areas, contractors and Marketing Partner technical operations. Some vehicles require parking, others require compound access, and some require only load zone or internal road access. Operational vehicles also include deliveries for both venue and broadcast requirements. For example,



snow removal or tow trucks require access to roadways, car parks and compounds, however, they do not need parking. Whereas a technology vehicle may need to park at a venue for long periods of time, in which case a VAPP with appropriate parking access is provided.

Venue tenants/owners may receive VAPPs as part of the Venue Use Agreement (VUA) negotiated for each venue. These VAPPs are restricted to an agreed operational necessity and are not to provide access to the Olympic venue for spectating or hospitality purposes. This operational necessity may be to provide access to existing parking spaces, or for replacing parking that is used for the venue's non-Olympic day-to-day operations. They are provided with venue specific operations permits only.

9.2.3. Residents and businesses

Traffic controlled zones

Each Olympic venue will have a surrounding traffic perimeter that enables authorities to filter traffic and ensure the operational integrity of the venue access roads. A resident and/or local business permit scheme may be required to manage access and parking within the traffic perimeter in the traffic-controlled zones surrounding Olympic venues. The permit scheme is generally the responsibility of the local government or authority to manage. Resident and business permits are not classified as VAPPs and should have a different look and features to ensure differentiation.

Inside venue perimeter

Residents and non-Olympic businesses are only provided VAPPs if they reside or operate inside the venue perimeter. It is extremely unlikely that residents or businesses will have access within the secure perimeter. Should VAPPs be required, venue-specific operations VAPPs should be provided. Vehicles delivering to these residents or businesses require a delivery VAPP, and must conform to the 'keys to the gate' process managed by the Logistics area. It is at the discretion of the OCOG to determine if a VAPP is required.

9.2.4. Public transport and taxis

Public transport is an important aspect of Olympic Games transport, with Olympic venues served by public transport systems, for example light rail, rail and bus services. It is likely that the vehicles that provide these services will require some form of signage or indication that they are official vehicles, however they are generally not provided with VAPPs. If the OCOG or Host City provides supplementary transport services for spectators or workforce, then these vehicles may be considered transport system vehicles and may require VAPPs.

Taxis provide important services during Games-time, particularly to stakeholder-specific non-competition venues such as the MPC, IBC, OFHs, Olympic Villages, airport, etc. The venue transport and traffic plans should also identify taxi areas away from the venue access points that may be within the venue traffic perimeter for use by accredited Games stakeholders. All spectator and workforce transport should be via public transport services and therefore the use of taxis in these areas is not promoted. The OCOG must work with the authorities and develop access principles for official taxis to operate in these areas. They are not generally provided with VAPPs or access to the ORN however they may require some form of signage or indication that they are the official taxis to access these areas.

Stakeholders may request to use their personally allocated VAPP in a taxi which would then be considered their private vehicle. It is at the discretion of the OCOG if this is allowed. The VAPP must remain displayed inside the vehicle at all times when the vehicle is accessing a Games venue.



Depending on the stakeholder, the VAPP issued may allow access and parking inside the venue's secure perimeter. As accreditation for all vehicle occupants is required when going through a VSA, accreditation for the stakeholder and the driver must be requested and obtained by the stakeholder according to the OCOG policies. Under no circumstances are personally allocated stakeholder VAPPs for cars be used with mini-buses or buses.



9.3. Primary VAPPs

Vehicles can only gain entry to a venue with a primary VAPP. Every VAPP is unique to a stakeholder, with each having different access and/or parking entitlements.

The primary VAPPs provides key information regarding the vehicles, including:

- venue code;
- parking and/or access code;
- stakeholder code; and
- stakeholder parking and/or access colour.

Additionally, the VAPP has a number of embedded security features, such as:

- hologram/die cut feature;
- bar code;
- serial number; and
- UV ink feature.



The example below, from the Olympic Games London 2012, provides an overview of the primary VAPP features.



1. Venue code (hologram)
2. VAPP colour
3. Parking code
4. Access code
5. Stakeholder code
6. OCOG Olympic logo
7. Die cut
8. Bar code
9. Serial number

On the rear, UV ink was used as an additional security feature

Figure 7: Olympic Games London 2012 primary VAPP



9.3.1. Permit specifics

Venue codes

Each venue has a specific code that is set out by the OCOG and the IOC and they differ for each edition of the Games. The VAPPs should use the venue-specific code for the venue-specific VAPPs.

Cluster codes also need to be used to enable access to multiple venues. The OCOG will need to develop cluster codes depending on locations and design of clusters or precincts to enable the required access.

The table below describes the minimum required codes to be used for VAPPs. The OCOG will use these codes in line with the additional codes required for each specific venue and the cluster codes developed depending on locations and design of clusters or precincts.

| Venue access | Access entitlement |
|--------------|--|
| ∞ | All competition and training venues International Broadcast Centre Main Press Centre Olympic Family Hotel(s) Olympic Village(s) Medals Plaza (if applicable) Olympic Club Airport(s) OCOG HQ |
| ALL | All competition and training venues |
| ALM | All competition and training venues Main Press Centre |
| VLV | Olympic Village(s) All competition and training venues Olympic Family Hotel(s) – load zone access only |
| IBC | International Broadcast Centre |
| MPC | Main Press Centre |
| OFH | Olympic Family Hotel(s) |
| OLV | Olympic Village(s) |

Parking/access codes and colours

Parking/access codes define the location on venue that a vehicle can park and/or access, and the stakeholder group the VAPP is allocated to. This includes car parks, load zones or BOH roads.



Parking codes

Allows parking in a specific car park:

| Code | Colour | Stakeholder |
|------|--------|--|
| P1 | Yellow | Dignitaries, Internationally Protected Persons (IPP) and other nominated stakeholders agreed by the IOC |
| P2 | Purple | Olympic family T1/T2 |
| P3 | Blue | NOC allocated vehicles (dark blue) IF allocated and IF delegate vehicles (light blue) |
| P4 | Red | IOC-recognised photo pool (PHP) (If parking is inside the secure perimeter) Key operational vehicles |
| P5 | Green | OBS, RHBs, ENG |
| P6 | White | IOC-recognised Photo Pool (PHP) – (If parking is outside secure perimeter) NOC rate card Press rate card Other rate card (if offered) Venue operations |
| PX | Black | Security and emergency services vehicles (police, fire, ambulance) |
| P7 | Pink | Marketing Partners' operational vehicles (FOH) |

Access codes

Vehicles with an access code as detailed below do not have a parking allocation.

SYS

Transport system vehicles access load zones and staging areas specific to the stakeholder. The venue transport plan will detail where the transport system vehicles will park or stage on or near the venue to deliver the transport service required.

The colour of the VAPP reflects the stakeholder group:

- TA – dark blue;
- TF – light blue;
- TM – green;
- TS or TW – white;
- T3 – purple; and
- MP – pink.

MDS

Master Delivery Schedule (MDS)

- colour: orange.



The MDS VAPP is one of the logistics delivery 'keys to the gate' that is required to successfully deliver goods and items to a games venue. The 'keys to the gate' process is managed by Logistics area. These vehicles access the venues mainly during off hours during the delivery window, at designated times according to the MDS. MDS VAPPs are allocated by Transport area to Logistics area. Logistics area manages the interaction and control with the vendors, contractors, partners and suppliers that will receive the MDS VAPP.

CIR

Circulation VAPP

- colours: white (NOC); and
- pink (MP).

This code allows access to a load zone for pick up/drop off of stakeholders. The load zones are located outside the secure perimeter and vehicles are not permitted to wait within the venue perimeter.

AP

Access pass

- red.

It allows an operational vehicle to access the BOH road into the secure perimeter through the VSA. The vehicle may then access an operational compound, a nominated area of the venue or use the roads only. A vehicle with the red access pass can enter a car park for an operational purpose, not to park. For example, tow trucks, waste removal, or snow removal vehicles.

- white.

It allows a vehicle to access the venue perimeter, but not through a VSA into the secure perimeter. Vehicle can access a compound, or use the roads only inside the venue perimeter but not inside the secure perimeter. A vehicle with the white access pass can enter a car park for an operational purpose, not to park. For example, tow trucks, waste removal, or snow removal vehicles.

Stakeholder group codes

The stakeholder group codes are alphanumeric and indicate for which stakeholder group the VAPP has been issued. The table below lists the minimum stakeholder code requirements.

| Code | Stakeholder |
|------|--|
| NOC | National Olympic Committee |
| IF | International Federation |
| RHB | Rights-Holding Broadcaster and OBS |
| PHP | IOC-recognised Photo Pool (PHP) |
| PRS | Press |
| IOC | IOC-specific operations, observer and hospitality programmes |
| MP | Marketing Partner |



| Code | Stakeholder |
|-------|--|
| V1 | Dignitaries, Internationally/Domestic Protected Person and nominated persons |
| T1/T2 | Olympic family transport system |
| T3 | Olympic family transport system |
| DEL | Deliveries on the Master Delivery Schedule (MDS) |
| OPS | Operations vehicles and venue tenants/owners |
| TA | Athletes/NOCs transport system |
| TF | Technical Officials/International Federations' transport system |
| TM | Media transport system |
| DDS | OBS Direct and Dedicated Service transport system |
| MPCP | Marketing Partner Coach Programmes |
| TW | Transport systems for workforce |
| TS | Transport systems for spectators |

9.3.2. Specifications of the VAPP

Principle elements

Venue code – The applicable venue code must be displayed in the largest font.

Permit colour - The colour is the most recognisable attribute of the permit. When determining the shade of colour, consider that certain shades are difficult to see in bad weather conditions or limited daylight. The colour matches the parking/access code.

Parking/access code – The code must match the colour, with the relevant code displayed on the VAPP.

Stakeholder group code - The stakeholder group code is alphanumeric and indicates the group to whom the VAPP has been issued. Compared to the venue code, the font can be smaller as the code is only required at certain PCP's and if the VAPP requires tracing.

Logo - The OCOG Olympic logo and its placement assists with making the distinction between an Olympic VAPP (Olympic Logo) and Paralympic VAPP (Paralympic Logo).

Barcode - A unique barcode is used to catalogue and account for each VAPP, and provides an additional layer of anti-counterfeit protection and enables the VAPP to be traced back to the Responsible Organisation to which it has been allocated.

Serial number - The serial number is unique for every permit. It can be used as a security feature to prevent alteration. The serial number will also be used to keep track of permits in case of loss or theft or if the owner of the vehicle/VAPP requires tracing and is coordinated with the barcode.



Permit sizes - The size of each permit is extremely important. It needs to be large enough to be seen from a distance and small enough so it does not impede the driver's vision. It should also be taken into consideration that more than one VAPP may need to be displayed on a vehicles' windscreen. It is imperative that permit sizes, and the location it is displayed on the windscreen, meet the legal requirements of the legislating road authority. Driver safety is paramount. VAPPs for buses and coaches should be larger than for cars. A bus or coach VAPP must not be used in a car, and a car VAPP must not be used in a bus or coach.

Suggested security features

Example

Security features on each VAPP reduce the opportunity for counterfeiting. Below are some recommendations that were used at previous Olympic Games.

Hologram – A hologram design that is specific to the event. This can be either a sticker, or printed on to the VAPP. Previous Games have made the venue code a hologram, others have used a sticker and others have embedded the hologram into the logo.

Die Cut - VAPPs made of card material can use a die cut in a shape unique to an event as an anti-counterfeiting measure. The Olympic Games London 2012 used a crown; the Olympic Winter Games Vancouver 2010 used a maple leaf.

Coin-reactive ink – Coin-reactive ink can be used on the back of the permit. It can be scratched with a coin to reveal a specific message. A UV light can also be used to reveal the message.

The security features are to be developed in conjunction with Security.



Paralympic Games

For VAPPs used for the Paralympic Games, the Paralympic look must be applied (i.e. the Paralympic Games logo), along with the transition of relevant terms (e.g. IPC instead of IOC, PFH instead of OFH, PLV instead of OLV, etc.).

9.3.3. Valid period

Generally, the VAPP becomes active at venues from the commencement of lockdown until the last operational day. The exact dates will differ for each venue, depending on the venue fit-out and retrofit process. These dates are determined by the OCOG, in agreement with the IOC.

For the transition period between the Olympic and Paralympic Games, and the fit-out/dissolution phases, it is at the discretion of the OCOG to determine what vehicle passes are used to allow vehicle access to venues.

The VAPPs plan must detail the phases and operational dates for each venue and VAPP requirements for access.

9.3.4. Access to Olympic Route Network (ORN)

The ORN connects the Olympic venues and includes both roads that are shared with some traffic and lanes that, for operational reasons, are reserved for Olympic vehicles only (Olympic lanes). The VAPP is the primary identification tool for determining whether a vehicle is permitted to use the ORN and/or



the Olympic lanes. Measures, including but not limited to Automatic Number Plate Recognition (ANPR) and traffic filters, may be required for traffic management purposes. Appropriate processes and procedures will be required to ensure efficient operation of the ORN.

The use of ANPR may require stakeholders to provide number or registration plate details of the vehicles they will use. This process requires careful operational planning, and the policies and procedures are to be agreed as part of the overall VAPPs plan. The decision to use ANPR or other methods is at the discretion of the OCOG in agreement with the IOC.

Not all VAPPs must allow access to the ORN and/or Olympic Lanes. For example, MDS VAPPs may only be allowed to use the lanes in a limited timeframe during the delivery window.



5%1#8

9.3.5. Primary VAPP allocation table

| Stakeholder | Venue code | Parking/ access code | Stakeholder code | VAPP colour | Quantity | Obligation | Allocation/ rate card | Additional notes |
|-------------|----------------|----------------------|------------------|-------------|---|-------------|-----------------------|--|
| NOC | | | | | | | | |
| NOC | VLV | P3 | NOC | Dark blue | 1 per vehicle | Requirement | Allocation | NOC dedicated vehicles, one per vehicle. The total number of VAPPs for NOC dedicated vehicles equals the total number of vehicles dedicated to the NOC. |
| NOC | Venue-specific | P3 | NOC | Dark blue | 1 per allocated OCOG vehicle and approved NOC provided vehicles | Required | Allocation | OCOG supplied NOC equipment vehicles or NOC team sport vehicles. NOC provided equipment vehicles. |
| NOC | VLV | P6 | NOC | White | Dependent on space available at venues | Required | Rate card | OCOG to determine quantity, to be agreed with IOC. As an example, previous OCOGs have followed the Olympic Games Guide on Transport team size vehicle allocation formula; that is, the NOC can apply for a number of rate card VAPPs based on team size. Other OCOGs have developed a different allocation formula. |
| NOC | Venue-specific | P6 | NOC | White | Dependent on space available at venues | Required | Rate card | |
| NOC | ALL | CIR | NOC | White | Dependent on space available at venues | Recommended | Rate card | |



| Stakeholder | Venue code | Parking/ access code | Stakeholder code | VAPP colour | Quantity | Obligation | Allocation/ rate card | Additional notes |
|---------------------|----------------|----------------------|------------------|-------------|--|------------|-----------------------|---|
| RHBs and OBS | | | | | | | | |
| RHBs and OBS | ALL | P5 | RHB | Green | As agreed with OBS | Required | Allocation | |
| RHB ENG | ALL | ENG | RHB | Green | As agreed with OBS | Required | Allocation | Electronic News Gathering (ENG) vehicles. |
| RHBs and OBS | IBC | P5 | RHB | Green | As agreed with OBS | Required | Allocation | |
| OBS | Venue-specific | P5 | RHB | Green | As agreed with OBS | Required | Allocation | Specialist vehicles for road events. |
| Press | | | | | | | | |
| IOPP | ALL | P6 | PHP | White | 2 per IOC-recognised agency | Required | Allocation | P4 if parking is located inside the secure perimeter. |
| IOPP | OLV | P6 | PHP | White | 2 per IOC-recognised agency | Required | Allocation | P4 if parking is located inside the secure perimeter. |
| Press | ALL | P6 | PRS | White | Dependent on space available at venues | Required | Rate Card | OCOG to determine quantity, to be agreed with IOC. |
| Press | Venue-specific | P6 | PRS | White | Dependent on space available at venues | Required | Rate Card | OCOG to determine quantity, to be agreed with IOC. |



| Stakeholder | Venue code | Parking/ access code | Stakeholder code | VAPP colour | Quantity | Obligation | Allocation/ rate card | Additional notes |
|-----------------------|------------|----------------------|------------------|-------------|----------------------------|------------|-----------------------|---|
| Olympic family | | | | | | | | |
| IOC | ∞ | P1 | T1 | Yellow | 1 per vehicle | Required | Allocation | IOC President IOC Honorary President Internationally Protected People Any other exception as nominated and/or approved by IOC |
| IOC | ∞ | P2 | T1 | Purple | 1 per vehicle | Required | Allocation | All IOC category individuals with T1 entitlement included in Chapter 8 Accreditation charts of this document. Other persons designated by the IOC, that may be for the period of the Games or a designated period. |
| IOC | ∞ | P2 | T2 | Purple | 1 per vehicle | Required | Allocation | IOC Medical and Scientific Commission. Other IOC Administration staff as requested by IOC. |
| IOC | ∞ | P2 | T1 | Purple | 20 | Required | Allocation | According to IOC needs |
| IOC | ∞ | P6 | OPS | White | 10 | Required | Allocation | According to IOC needs |
| IOC | ∞ | CIR | OPS | White | 15 | Required | Allocation | According to IOC needs |
| IF | ∞ | P2 | T1 | Purple | 1 per vehicle | Required | Allocation | IF President and Secretaries-General |
| NOC | ∞ | P1 | V1 | Yellow | 2 per attending delegation | Required | Allocation | 2 per Head of State/Head of Government. Only available for use when HOS/HOG is in attendance at the Games |



| Stakeholder | Venue code | Parking/ access code | Stakeholder code | VAPP colour | Quantity | Obligation | Allocation/ rate card | Additional notes |
|-------------|------------|----------------------|------------------|-------------|---------------------------|-------------------|-----------------------|---|
| NOC | ∞ | P2 | T1 | Purple | 1 per vehicle | Required | Allocation | Presidents and Secretaries-General of NOCs with more than 49 athletes |
| NOC | ∞ | P2 | T2 | Purple | 1 per vehicle | Required | Allocation | Presidents and Secretaries-General of NOCs with 49 or less athletes |
| NOC | ∞ | P2 | T1 | Purple | 1 per NOC Chef de Mission | Recommended | Allocation | The total number of VAPPs for NOC delegated vehicles equals the total number of vehicles dedicated to the NOC, these VAPPs would not be additional. |
| OCOG | ∞ | P2 | T1 | Purple | 1 per vehicle | Recommended | Allocation | OCOG President (or equivalent) OCOG Chief Executive Officer (or equivalent) |
| OCOG | ∞ | P2 | T2 | Purple | 1 per vehicle | Required | Allocation | Court of Arbitration for Sport (CAS) World Anti-Doping Agency (WADA) International Testing Agency (ITA) |
| MP | ∞ | P2 | T1 | Purple | 2 VAPPs per TOP | IOC/OCOG Contract | Allocation | TOP Partners OCOG Marketing Partners as per individual contracts |



| Stakeholder | Venue code | Parking/ access code | Stakeholder code | VAPP colour | Quantity | Obligation | Allocation/ rate card | Additional notes |
|----------------------------------|----------------|----------------------|------------------|-------------|--|-------------|-----------------------|---|
| International Federations | | | | | | | | |
| IF | Venue-specific | P3 | IF | Light blue | 1 per vehicle | Required | Allocation | IF dedicated and IF delegate T2 dedicated vehicles provided by OCOG. |
| IF | Venue-specific | P6 | IF | White | Dependent on space available at venues | Recommended | Rate Card | |
| Marketing Partners | | | | | | | | |
| MP | ALL | CIR | MP | Pink | Dependent on space available at venues | Recommended | Allocation | Cars only, not for use in buses |
| MP | ∞ | P7 | MPCP | Pink | Agreement with individual MP | Required | Allocation | Buses for hospitality programme (MPCP) |
| MP | ∞ | P7 | MPCP | Pink | Agreement with individual MP, dependent on space available at venues | Recommended | Allocation | Limited (1:10) hospitality programme support vehicles. |
| MP | Venue-specific | P4 | OPS | Red | Dependent on space available at venues and operational requirement | Required | Allocation | Negotiated with the relevant area and venue operations (e.g. timing scoring and results are coordinated through Technology) |
| MP | Venue-specific | P6 | OPS | White | Dependent on space available at venues and | Required | Allocation | Negotiated with the relevant area and venue operations (e.g. beverage providers are |



| Stakeholder | Venue code | Parking/ access code | Stakeholder code | VAPP colour | Quantity | Obligation | Allocation/ rate card | Additional notes |
|-------------------------|----------------|----------------------|------------------|-------------|--|-----------------------|-----------------------|---|
| | | | | | operational requirement | | | coordinated through Food and Beverage) |
| Other rate card | | | | | | | | |
| IF | Venue-specific | P6 | Various | White | Dependent on space available at venues | Recommended | Rate Card | Only available as determined by OCOG, with approval from IOC. |
| Games operations | | | | | | | | |
| OCOG | ∞ | SYS | TA | Dark blue | OCOG to determine | Required | Allocation | As required for Athletes and Team Officials transport system |
| OCOG | ∞ | SYS | TM | Green | OCOG to determine | Required | Allocation | As required for Media transport system |
| OCOG | ∞ | SYS | DDS | Green | OCOG to determine | Recommended Transport | Allocation | As required for OBS Direct and Dedicated transport system |
| OCOG | ∞ | SYS | TF | Light blue | OCOG to determine | Required | Allocation | As required for IF transport system |
| OCOG | ∞ | SYS | T3 | Purple | OCOG to determine | Recommended | Allocation | As required for Olympic family transport system |
| OCOG | ∞ | SYS | TS or TW | White | OCOG to determine | Required | Allocation | As required for specific Olympic services for workforce and/or spectators |
| OCOG | ∞ | SYS | IOC | White | According to operational need | Required | Allocation | For use on OCOG- or IOC-provided buses only for Games Experience Programmes |
| OCOG | ∞ | P4 | OPS | Red | OCOG to determine | Required | Allocation | Key operations vehicles |
| OCOG | Venue-specific | P4 | OPS | Red | OCOG to determine | Required | Allocation | Key operations vehicles |



| Stakeholder | Venue code | Parking/ access code | Stakeholder code | VAPP colour | Quantity | Obligation | Allocation/ rate card | Additional notes |
|-------------|----------------|----------------------|------------------|-------------|-------------------|------------|-----------------------|--|
| OCOG | ∞ | P6 | OPS | White | OCOG to determine | Required | Allocation | Venue operations |
| OCOG | Venue-specific | P6 | OPS | White | OCOG to determine | Required | Allocation | Venue operations |
| OCOG | ∞ | MDS | DEL | Orange | OCOG to determine | Required | Allocation | Required for deliveries to venues |
| OCOG | Venue-specific | MDS | DEL | Orange | OCOG to determine | Required | Allocation | Required for venue specific suppliers delivering to non-Olympic businesses inside venue fence line |
| OCOG | ∞ | AP | OPS | Red | OCOG to determine | Required | Allocation | Key operations vehicles not requiring parking |
| OCOG | Venue-specific | AP | OPS | Red | OCOG to determine | Required | Allocation | Key operations vehicles not requiring parking |
| OCOG | ∞ | AP | OPS | White | OCOG to determine | Required | Allocation | Venue operations vehicles not requiring parking |
| OCOG | Venue-specific | AP | OPS | White | OCOG to determine | Required | Allocation | Venue operations vehicles not requiring parking |

* This table represents the minimum requirements. The OCOG is required to develop the table with other stakeholders to meet their operational needs and provide the table to the IOC for agreement.



9.4. Secondary VAPPs and other permits

Secondary VAPPs are used to control vehicle access to venues for special events or sports, sport FOP or broadcast compounds. They can also be used for one-off access to venues. Secondary VAPPs must be used in conjunction with a primary VAPP.

9.4.1. Secondary VAPPs

Ceremonies

The Ceremonies secondary VAPP is used to grant access and/or parking for the opening and closing ceremonies. Generally, ceremonies VAPPs are not transferable between vehicles.



Olympic Games London 2012



- | | |
|------------------------------|-------------------------|
| 1. Olympic Logo | 5. Colour |
| 2. Ceremony Name | 6. Unique Barcode |
| 3. Area Number (if required) | 7. Unique Serial Number |
| 4. Day of Validity | |

Figure 8: Olympic Games London 2012 ceremonies VAPP

FOP access

This secondary VAPP gives access to the FOP at a designated event. These can be used for road events to allow access to the course when it is locked down. The Sport Manager decides if they require an FOP VAPP for their sport.



Olympic Games London 2012



1. Venue or Cluster Code
2. Olympic Logo
3. Unique Barcode
4. Unique Serial Number
5. Colour

Figure 9: Olympic Games London 2012 FOP access

Olympic Village RZ access

The Secondary “RES” VAPP allows vehicle access into the RZ of the Olympic Village/s. This VAPP is used for operations vehicles, internal shuttles and emergency services vehicles positioned inside the RZ.



Olympic Games London 2012



Figure 10: Olympic Games London 2012 Olympic Village RZ access

Broadcast compound permits

The broadcast compound (BRC) is not a recognised parking area however it provides a staging area for operational vehicles that support operations inside the compound area. There are two types of compound passes: All venues (ALL) and venue specific. These VAPPs control vehicle access to the compounds, with the type and number determined and distributed by OBS.



Olympic Games London 2012



Figure 11: Olympic Games London 2012 broadcast compound permit

9.4.2. Day VAPP

This VAPP is the vehicular equivalent of an accreditation day pass and is issued in exceptional circumstances. They are valid for a specific venue on a specific day. The valid day, venue and parking/load zone must be indicated on the pass. Security features should be employed on the permit to inhibit external manipulation after distribution. A procedure on how to apply for the permit needs to be determined by the OCOG. For example, these may be used for guests to the IBC or MPC.

The Olympic Village may also require an arrival VAPP that can be a slight variation to the day VAPP. The arrival VAPP enables one-time access to the Welcome Centre for members of the NOC delegations to arrive to the Olympic Village. The arrival VAPP would provide access and parking for a specified period of time to enable the delegation to unload baggage and accompanying equipment. Depending on the Olympic topography, other stakeholder accommodation may also need an arrival VAPP. This is determined on a case by case basis.



Olympic Games London 2012



1. Venue code
2. Olympic and Paralympic logos
3. Barcode
4. Serial number

Figure 12: Olympic Games London 2012 day VAPP



9.5. VAPP office

The VAPP office is the primary location for VAPPs management at Games-time. It is the main source for VAPP information, database management and is the key distribution location for VAPPs.

The distribution of VAPPs for Olympic stakeholders may require additional distribution locations to be established near the stakeholders' base of operations, such as the IBC, Olympic Village, etc.:

- In some Games, the Transport Stakeholder Manager has supported the distribution of VAPPs in these locations through the transport desks, following the agreed distribution policies and procedures established by the VAPP office, the Transport Stakeholder Manager and agreed with the stakeholders.
- In some instances, the VAPP Office may relocate staff to manage the peak distribution of VAPPs (for example in the IBC).
- In some Games, the rate card desk has supported the distribution of rate card VAPPs for some Games stakeholders, following the agreed distribution policies and procedures.

9.5.1. Hours of operation

The hours of operation are at the discretion of the OCOG and meet the operational requirements of the recipients of the VAPPs. The VAPP team should supply OCOG areas and Olympic Transport Stakeholder Managers with the contact details, location and hours of operation. The VAPP office should be contactable (by phone/email or in person) 24 hours a day at Games-time, to provide a direct resolution of VAPP-related issues that cannot be resolved during operational hours or by the Transport Operations Centre.

9.5.2. Database

A database is required to be kept of all VAPPs. The database should capture the following information as a minimum:

- stakeholder group;
- Responsible Organisation (or VAPP owner);
- VAPP serial number;
- venue code;
- parking/access code;
- stakeholder code;
- vehicle registration number(s) (when applicable); and
- contact number for the Responsible Organisation's VAPP contact.

The OCOG, security or traffic management policy and/or operations may require the vehicle registration numbers for all vehicles that will have VAPPs applied. If this is the case, then the vehicle registration number(s) will also be captured in the VAPPs database.



These details allow the VAPP office team to contact the Responsible Organisation's VAPP liaison should there be any issues with their allocated VAPP or the registered organisation (stakeholder) of a vehicle needs to be located. The details also allow verification of information provided by police should a VAPP be stolen. The data captured also assists with end of games reporting.

9.5.3. Lost/stolen policy

A VAPP that is lost should not be replaced per se. It is the responsibility of the VAPP owner to take appropriate care of their VAPP.

Each OCOG must produce a lost/stolen policy for VAPPs, and submit the policy to the IOC for review.



9.6. Access and parking

At competition venues, the movement of Olympic stakeholder vehicles and operational vehicles follows the principles below.

Venue arrival patterns

Different stakeholder groups have different arrival patterns (e.g. broadcasters (P5) arrive well in advance of competition starting whereas others may arrive only shortly before or even during competition. Understanding stakeholder travel behaviour and the arrival time of the stakeholder is essential to managing access and parking on venue. The later the stakeholder arrives, for example PHP, the more management of the parking spaces is required, to protect them from incorrect use.

Entry points

Different stakeholder groups enter the venues from different directions and drop off/pick up at various load zones and have different operational requirements, therefore the car park for every group is different.

Guaranteed parking spaces

Certain stakeholders need to have a guaranteed parking space (e.g. IF Delegates, dignitaries, nominated T1s, PHP, ENG, etc.). Several of these groups have access to all venues and their movements are difficult to forecast.

At non-competition and stakeholder-based venues, the travel behaviour is different and is driven by the specific requirements of the owner of the respective venue (e.g. RHBs at IBC, Olympic family at OFH, NOCs at OLV).

9.6.1. Parking zone allocation within a venue

Figure 13 below shows a comparison of parking allocation and arrival patterns for different stakeholder groups for the BOH at a competition venue. The arrival patterns are shown in bubbles as the different stakeholder groups arrive over a given period of time. The size of the bubble shows the arrival timeframe of the respective stakeholder, but does not reflect the size of the stakeholder group.

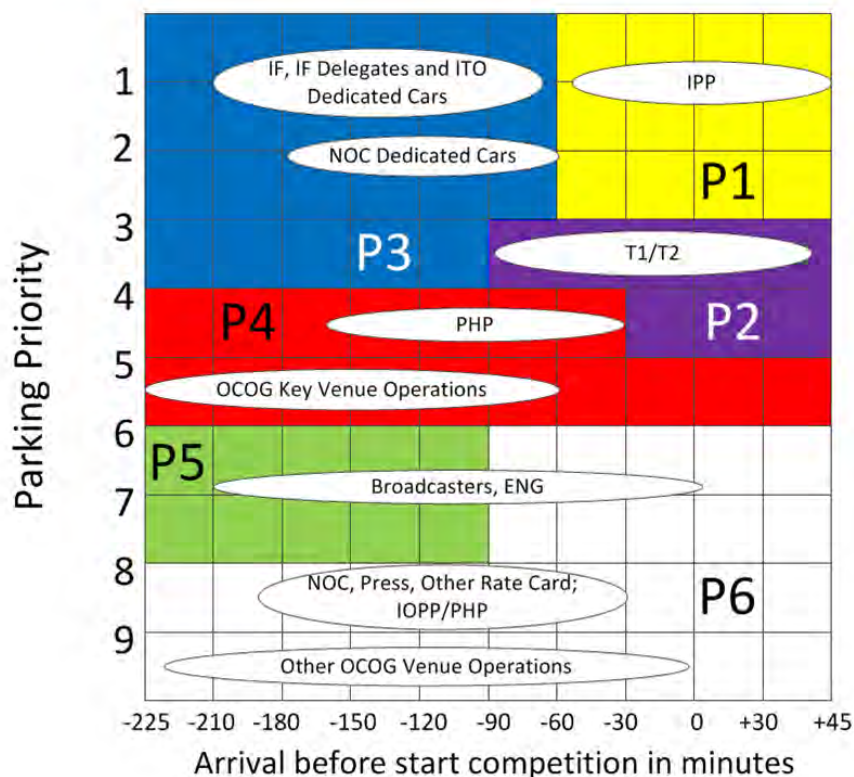


Figure 13: Comparison of parking allocation and arrival patterns for different stakeholder groups for the Back of House (BOH) at a competition venue

| Code | Colour | Stakeholder |
|------|------------|---|
| P1 | Yellow | Internationally Protected Persons (including HOS/HOG, IOC President) and other nominated stakeholders agreed by the IOC |
| P2 | Purple | Olympic family T1/T2 Marketing Partner P2 vehicles |
| P3 | Light blue | IF allocated vehicles |
| P3 | Dark blue | NOC allocated vehicles |
| P4 | Red | IOC-recognised Photo Pool (PHP) (if parking inside the secure perimeter) Key operational vehicles |
| P5 | Green | Rights-Holding Broadcasters (including OBS, RHB, ENG) |
| P6 | White | IOC-recognised Photo Pool (PHP) – (If parking outside the secure perimeter) NOC rate card Press rate card Other rate card (if offered) Venue operations |



The figure does not include:

- **Black (PX)**

Security and emergency services vehicles (police, fire, ambulance)

- **Pink (P7)**

Marketing Partner Coach Programme (MPCP) and hospitality support vehicles as they operate FOH.

9.6.2. Location of car parks within the competition venue

The location for each parking area within the competition, training and non-competition venues depends on a number of factors, such as:

- transport priority;
- availability of the OCOG transport service;
- role and operational requirement of the stakeholder or occupant;
- availability and location of space and land;
- distance from the 'home base' of the stakeholder; and
- if the space is required permanently, frequently or infrequently.

Considerations include:

- Does the stakeholder arrive, remain at the venue for the period of the competition or work day and then leave the venue and therefore may not need close parking?
- Is this vehicle the primary/only transport option for the stakeholder (such as the IF Delegate) and therefore they need a space or is there an OCOG-operated service (such as TA) that guarantees access?
- Is the venue close to the home base (such as within 10 minutes of the Olympic Village for NOCs or the MPC for press) that has considerable parking availability?
- Are specialist vehicles and operators required that need to be provided space or is the space for pools of vehicles?
- Are there robust, efficient and available public transport connections to the venue?

When space is a challenge, the Transport area must identify solutions and options to ensure all stakeholders can access venues and perform their tasks. The more robust and efficient the transport services (TA, TM, TF, DDS, public transport) the less the pressure is for parking spaces. Stakeholders must have the option to get to and from the venue.

Parking allocations at training venues focuses primarily on NOCs, IFs, operational vehicles and stakeholders that have requirements to access the training venues. The requirements are considerably less than at a competition venue.

Parking allocation at non-competition and stakeholder-based venues are specific to the stakeholder and the operational requirements. For example, the Olympic Village prioritises NOC delegations, operational vehicles and stakeholders that have requirements to access the Olympic Village; the IBC prioritises broadcasters, operational vehicles and stakeholders that have requirements to access the IBC. The



Olympic Games Guide on Transport provides a summary of services and stakeholders for the key non-competition venues.

The venue transport team must design the access and egress for every vehicle approaching and leaving a venue. The venue transport plan must also consider the transport services, parking, stakeholder requirements and operational requirements in totality. It is recommended that during the venue design phase, areas be allocated to 'transport' on the venue design maps, rather than locating specific load zones, parking and spaces to stakeholders. This enables the venue transport team to develop different scenarios, flows and allocations to ensure the best possible operation and enables them, with transport stakeholder services, VAPPs, bus and fleet operations, to validate the operations prior to finalising the access and parking plans individually with each stakeholder group.

Figure 14 shows the overlay of the transport stakeholder priority pyramid and all services and vehicles. This highlights the priority for access and provides an overall understanding of all services operating at a competition venue.

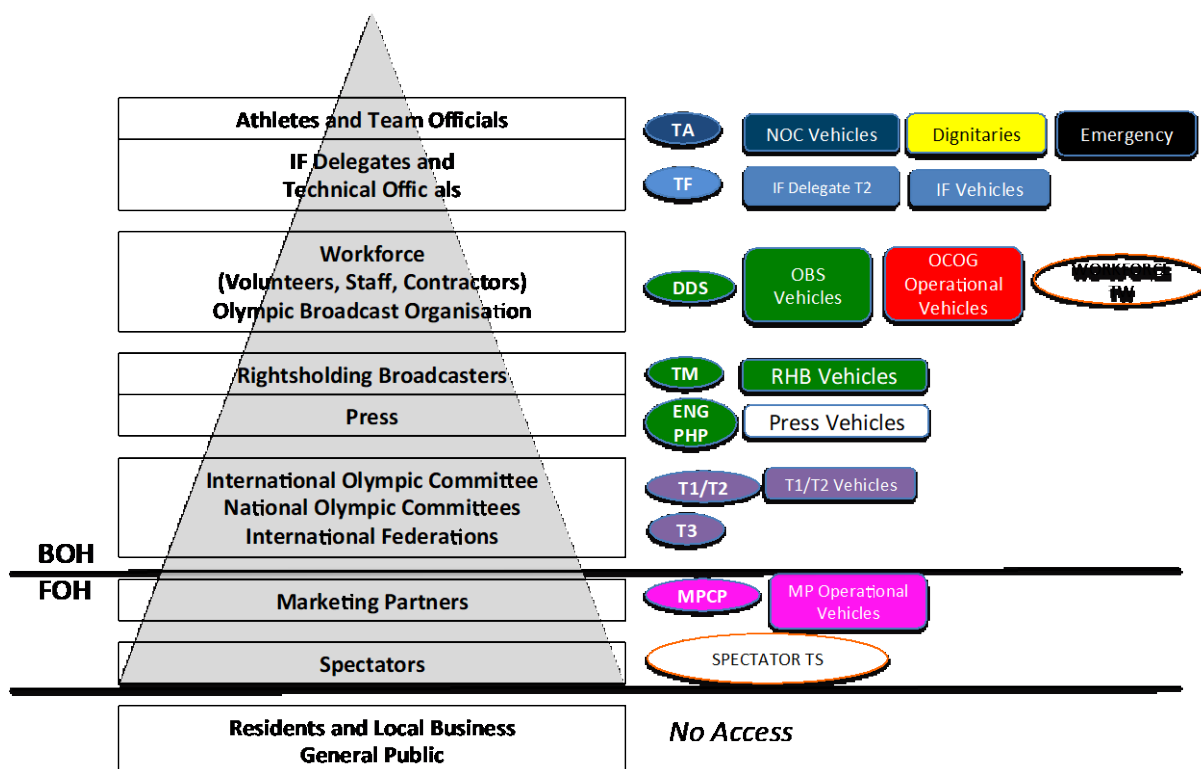


Figure 14: Overlay of the transport stakeholder priority pyramid and all services and vehicles



Figure 15 shows the ideal location of stakeholder car parks at a competition venue. This highlights the general principles of the parking allocation. The Olympic Games Guide on Transport provides recommended walking distances for each load zone.

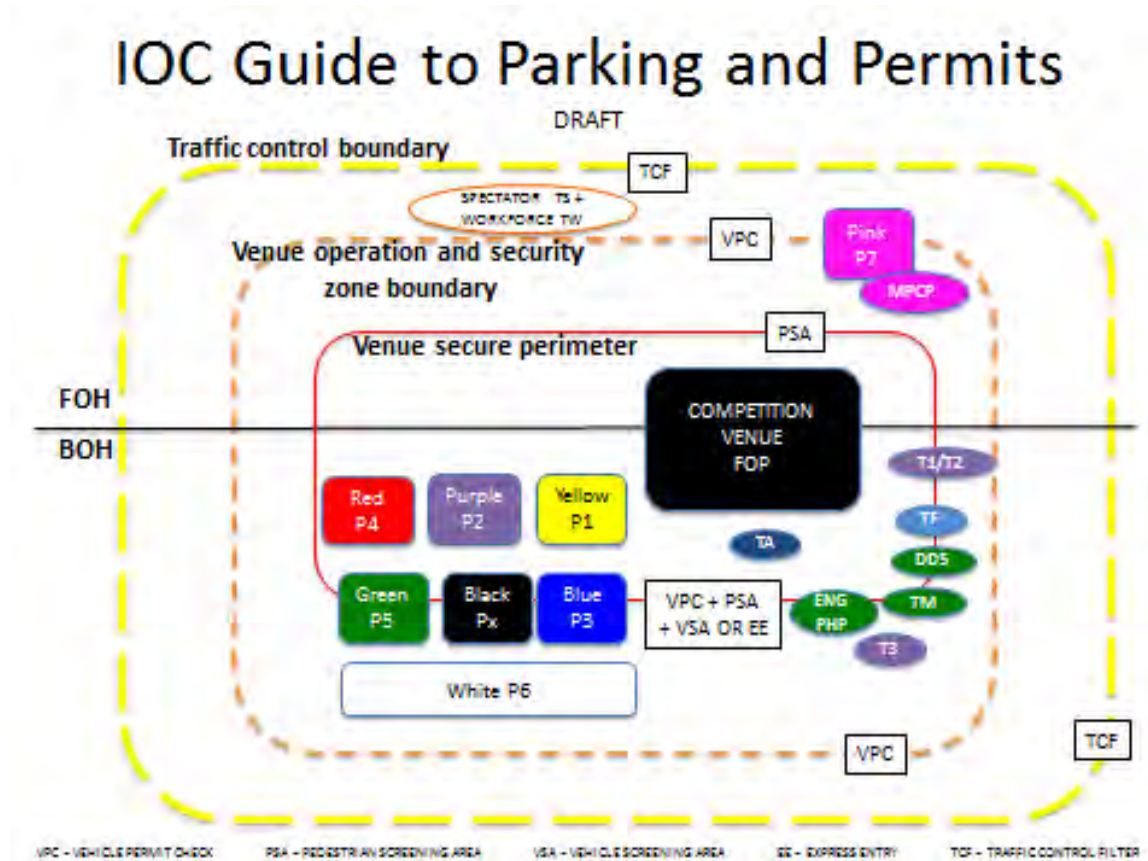


Figure 15: Ideal location of stakeholder car parks at a competition venue

The following summary provides a guide for each parking area.

Yellow (P1)

- Located as close as possible to the Olympic family lounge entrance (inside the secure perimeter).
- Venue transport to reserve a certain amount of parking spaces to ensure this group has quick access and to prevent obstruction of transport routes when delegation movements are planned. If delegation movements are not planned, then there will be minimal requirement for these parking spaces.

Purple (P2)

- Located as close as possible to the Olympic family lounge entrance (most likely inside the secure perimeter) for T1 and T2 and Marketing Partner P2 allocated vehicles.



Light blue (P3)

- IF vehicles are located as close as possible to the IF entrance (generally located inside the secure perimeter).
- Guaranteed spaces are recommended for the IF Delegate and the IF allocated vehicles and are agreed for each IF in the DSLA Detailed Service Level Agreement.

Dark blue (P3)

- NOC vehicles are located as close as possible to the athlete load zone and athlete entrance (generally located inside the secure perimeter, with some spaces also located outside if space is at a premium).
- Consideration for NOC equipment vehicles to be located as near as possible to the location of the equipment is required.

Red (P4)

- A minimum of six (6) dedicated PHP parking spaces to be available at all competition venues and the MPC (or number as agreed with Press Operations and Transport, approved by the IOC for each venue).
- PHP parking spaces should be located as close as possible to the media entry points, with P4 parking. If parking is not available inside the secure perimeter, it should be provided inside the venue perimeter, with P6 parking.
- Locate operational parking close to BOH entrances.

Green (P5)

- The location of broadcast parking areas (inside or outside the security perimeter) is defined venue-by-venue according to the OBS/RHB operational needs and the venue topography in agreement with Transport and Security.
- The categories of broadcast vehicles that will park in P5 GREEN parking spaces can be reflected as follows:
 - OBS/RHBs/ENG vehicles may have spaces both inside and outside the secure perimeter, within the venue perimeter, to meet their overall needs depending on space availability.
 - Depending on the distance between P5 parking and the venue media entrance, RHBs may require a dedicated ENG load zone and/or dedicated parking inside or outside the secure perimeter in order to satisfy ENG operational needs.
 - OBS/RHB operational vehicles may temporarily park inside the broadcast compound at the discretion of OBS. Broadcast compounds are not an official parking area.

White (P6)

- All P6 parking is located outside the secure perimeter, within the venue perimeter.
- PHP parking will be in the P6 area if it is not located in P4, located as close as possible to the media entry points.
- Locate operational parking close to BOH entrances



Pink (P7)

- All P7 parking is located outside the secure perimeter at the Front of House (FOH).
- Hospitality guests are not accredited and enter the venue with a ticket as a spectator.
- Ideally, P7 parking provides a 'park and walk' option for the Marketing Partners.
- If there is not enough space within walking distance, a managed staging area may be required with call up operations to a load zone area.
- The OCOG plans and manages the P7 spaces.

The previous schematic (Figure 15) represents a simplified venue model. There are variations to the model, for example:

- The amount of parking within the secure perimeter and the venue perimeter is different from venue to venue.
- Security may require exclusion zones that may impact locations and distances for parking.
- Blue VAPP requirements (parking inside or outside secure perimeter, number of vehicles, etc.), vary for every sport discipline.

Also, the physical number of car parks can vary depending on the venue topography:

Example

Example 1

- one car park per colour, with load zones located at different corners of the venue; and
- minimal crossing traffic.



Example

Example 2

- Several car parks per colour, spread over different locations, possibly inside and outside the fence line.





Example

Example 3

- Several colours are accommodated in one car park.
- In this case the different colours are separated (barriers, cones) and the parking area has to be managed and operated as three different car parks.



9.6.3. Overflow parking

Figure 16 below shows the overflow parking for each colour to be used if the designated car park is fully occupied. P5 and PX are the only parking codes that do not automatically overflow to another car park. The Venue Transport Manager at the venue will determine if overflow for P5 and PX is possible, depending on the space available.

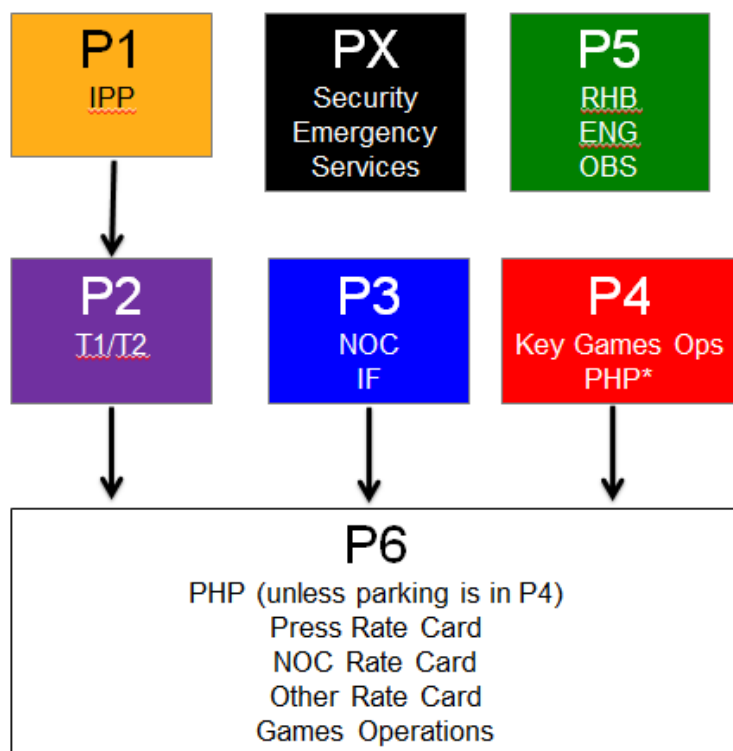


Figure 16: Overflow parking for each colour to be used if the designated car park is fully occupied



Annex

Annex I Games Delivery Plan (GDP) reference

List of milestones

This chapter lists the milestones for the accreditation activities that the OCOG, Responsible Organisations and other bodies concerned must comply with. Most of these milestones can be found within the Games Delivery Plan (GDP). The deadline refers to the time before or after the Games by when the action must be completed. In the event of any divergence between these milestones and the GDP, the GDP shall prevail, unless there is any express provision to the contrary.

| Deadline | Action | Resp. Org. | Concerned Org. |
|----------------|---|------------|----------------|
| 48 months | Initiate discussions with Host Country government authorities on OIAC specifications and procedures | OCOG | Government |
| 36 months | Venue accreditation zoning process started | OCOG | IOC |
| 29 months | Define standard Venue Accreditation Office (VAO) | OCOG | All |
| 25 months | Complete accreditation system requirements | OCOG | All |
| 24 months | Finalise OIAC detailed specifications and procedures for IOC EB approval | OCOG | IOC |
| From 24 months | Liaise with NOCs to establish estimated team sizes | OCOG | NOC |
| 24 months | Confirm NOC quotas for press | IOC | Press/NOC |
| 18 months | Following IOC approval, produce Press by Number registration material – "E" category | OCOG | IOC |
| 17 months | Distribute Press by Number registration material to "E" category Responsible Organisations | OCOG | Press |
| 14 months | NOCs to return completed "Press by Number Accreditation" forms to OCOG | OCOG | NOC |
| 12 months | Following IOC approval, OCOG to produce Accreditation registration material – NOC | OCOG | NOC |
| | | | |
| 10 months | Supplementary Access Control Devices (SACD) list submitted to IOC for approval | OCOG | IOC |
| 10 months | Accreditation system operational | OCOG | All |
| 9 months | Accreditation access entitlements matrix finalised | OCOG | IOC |
| 9 months | Finalise design and layout of OIAC and obtain IOC approval | OCOG | IOC |
| 9 months | Distribute Application for Accreditation materials ("Press by Name") to NOCs and Press Organisations - "E" category | OCOG | Press/NOC |



| Deadline | Action | Resp. Org. | Concerned Org. |
|---|--|-------------------|-----------------------|
| 9 months | Produce Accreditation registration material - All categories excluding NOC and "E" | OCOG | IOC |
| 8 months | Distribute Application for Accreditation materials ("Press by Name") to NOCs and Press Organisations for reassigned "E" quotas, if applicable | OCOG | Press/NOC |
| 8 months | Distribute Application for Accreditation materials - NOC | OCOG | NOC |
| 7 months | Distribute Application for Accreditation materials - All categories except NOC and "E" | OCOG | All |
| 6 months | Accreditation forms for press received from all NOCs and Press Organisations | OCOG | Press/NOC |
| 5 months | Venue accreditation zoning process completed | OCOG | IOC |
| 4 months | Accreditation forms received from Rights-Holders | OCOG | Broadcasters |
| 3 months | Deadline for return of all remaining Accreditation forms | OCOG | All |
| 3 months | Pre-Delegation Registration Meetings(pre-DRMs) / Accreditation long list process with NOCs (to be completed with accreditation registration number, passport number and preferred names) | OCOG | IOC/NOC |
| 3 months | Receive all "Conditions of Participation" forms for IF categories for the Olympic Games | OCOG | IF |
| 3 months | Produce and distribute Pre-Valid Cards - NOC | OCOG | NOC |
| 2 months | Produce and distribute Pre-Valid Cards – All remaining categories | OCOG | All |
| 2 months | Start operation of Workforce Accreditation Centre and commence validation of Pre-Valid Cards | OCOG | All |
| 3 months | OIAC with valid passport or travel document authorises entry into Host Country | OCOG | All |
| 1 month | Start operation of Media Accreditation Centre and Airport validation counters and Venue Accreditation Offices | OCOG | All |
| 1 month | Receive all "Conditions of Participation" forms for athletes and NOC officials for the Olympic Games | OCOG | NOC |
| Approximately 2 weeks before Opening Ceremony | Start operation of Olympic Village Accreditation Centre | OCOG | NOC |
| From 12 days before Opening Ceremony or 2 days before lock-down | Start operation of IOC Hotel Accreditation Centre | OCOG | IOC |



| Deadline | Action | Resp. Org. | Concerned Org. |
|---|--|------------|----------------|
| From pre-opening of the Olympic Village | On arrival of each NOC Chef de Mission, Delegation Registration Meeting (DRM) with OCOG | OCOG | NOC |
| After completion of DRM | Validation of OIAC available for eligible NOC personnel (after "DRM") | OCOG | NOC |
| 9 days before Opening Ceremony | Olympic Village opens | OCOG | NOC |
| Before the Games | Receive all spoiled and unused OIACs from Responsible Organisations | OCOG | All |
| Before the Games | Start implementing access control at various venues in accordance with opening of the competition and non-competition venues | OCOG | All |
| After the Games | Produce required reports and statistics | OCOG | IOC |



Changes from previous versions

Context

This version of the Accreditation at the Olympic Games – Detailed Specifications (June 2018) is applicable in the context of accreditation to be used during the Olympic Games Tokyo 2020. This document is updated following every edition of the Olympic Games.

Presentation

Below are the main changes found in this version.

| Section | Change |
|---|--|
| General | An editorial review of the text has been conducted. |
| General | Clarification on some process descriptions in general has been added. |
| Updated examples | Samples of OIAC and other cards/passess have been updated in the document. |
| Terminology updates | “Training venue pass” has been replaced with “Training access pass”. |
| Section 7.2 – Team Officials – Olympic Summer Games | The use of P accreditation for the Olympic Summer Games has been reviewed. |
| Section 7.3 – Alternate athletes | Description on alternate athletes has been added. |
| Chapter 8 – Accreditation charts | Various changes have been done within accreditation charts in sections 8.2 to 8.9. |



Cross-referenced documents

This section lists all documents cross-referenced within this Annex.

| Document name |
|--|
| Olympic Charter |
| Host City Contract – Principles |
| Host City Contract – Operational Requirements |
| Accreditation at the Paralympic Games – Detailed specifications (June 2018) (HCC – Operational Requirements ACR Annex 2) |
| Games Delivery Plan |
| Olympic Games Guide on Media Part 1 – General Services and Press Operations |
| Olympic Games Guide on Transport |



Glossary, acronyms and codes

This section defines the specific terms used throughout this document.

In the event of any divergence between the list below and the Games Terminology platform via the Olympic Games Knowledge (OGK) homepage, the latest shall prevail, unless there is any express provision to the contrary.

| Term | Definition |
|-----------------------------------|---|
| Access control | System of accreditation devices and codes that regulates the movement of people into and within Olympic venues. |
| Access rights | An entitlement to particular types of access, seating, transport or accommodation as determined by and commensurate with the accreditée's Olympic function. |
| Accreditation | The process of registering, producing, distributing and validating the OIAC that permits the holder access rights for the Olympic Games. |
| Accreditation card | Refer to Olympic Identity and Accreditation Card. |
| Accreditation category | Group of accredited people based on the similarity of their Olympic roles, and therefore allocated similar access and other rights |
| Accreditation Centres | Facilities provided by an OCOG to provide accreditation services to its major stakeholder groups. |
| Accreditation code | A system of letters, numbers or symbols and their association with a particular organisation, precinct, venue, zone or other access rights or criteria, designed to ensure that such variables are always identified by an agreed set of colours, numbers, acronyms, letter, etc. |
| Accreditation function | The population or job title to which access rights are attached. |
| Accreditation population | Persons entitled to receive accreditation in the indicated category. |
| Accreditation quota | Indicates any numerical restrictions applicable to certain accredited populations. |
| Accreditation validation | The process of changing the accreditation status of an individual's OIAC to "live", through the activation of the OIAC in the Accreditation System and the physical lamination of the card. |
| Accreditation validation counters | Accreditation facility located at the main Olympic Airport(s) where participants can validate their PVC (if distributed prior to their arrival). |
| Accreditation zones | Designated access areas within a venue. |
| Accreditation zone codes | Codes used to represent the designated access areas within a venue that are printed on an OIAC. |



| Term | Definition |
|--|--|
| Application for accreditation | The process of collecting participant's information required for issuing an accreditation card (OIAC). Usually, the application form is made available in electronic form and 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 OIAC. |
| Closed venues | Venues where the spectator capacity is limited and not expandable. |
| Conditions of Participation form (formerly known as Eligibility Conditions form) | In order for an athlete, coach, trainer or other team officials to be eligible for participation in the Olympic Games they must sign the "Conditions of Participation" form which signifies that they will comply with the Olympic Charter as well as with the rules of the IF concerned, that they are duly entered by their NOC and will: <ul style="list-style-type: none"> respect the spirit of fair play and nonviolence and behave accordingly; and respect and comply in all aspects with the World Anti-Doping Code. |
| Day pass | Temporary accreditation issued for operational purposes to an accredited person requiring different access entitlements to those on their accreditation card or to a person who has been duly and timely registered into the accreditation system. |
| Delegation Registration Meeting (DRM) | The official registration of all athletes and officials to participate in the Olympic Games. Every NOC must attend a DRM with the OCOG prior to being permitted entry into the Olympic Village. The OCOG and NOC agree on all names and entitlements of athletes and team officials and in which sports the athletes have qualified. NOC Services area is responsible for DRM management. The OCOG and the NOC will also agree on the names and entitlements of team officials in line with the IOC Accreditation at the Olympic Games – Detailed Specifications. Based on the confirmed delegation size, at the DRM, the OCOG will determine the number of Olympic Village beds and other services to each NOC. |
| Entries | The process known as "Entries" provides for the official entry of qualified athletes into the Olympic Games. |
| Guest pass | Temporary visiting access pass to some controlled Olympic venues. |
| 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 of the cardholder for the Olympic Games and, if required, authorises entry into the country together with a passport or other valid travel document. |
| Olympic Village Plaza | Historically known as the International Zone, the area in the Olympic Village where a range of services is provided to athletes, team officials, guests and workforce. This area can be accessed by residents, guests and media. |
| Open venues (OPN) | Outdoor venues with a controlled but extensive perimeter, with or without spectator stands, where open air competition requiring great expanses of terrain are held and where standing room for spectators is extensive (e.g. alpine and cross-country skiing venues, marathon, road cycling courses). |



| Term | Definition |
|--|--|
| Pictograms | A visual/graphic representation of a sport, an activity of the Cultural and Education Programme or specific function/location, developed for functional and decorative applications. |
| Press by number accreditation | The process through which the NOC informs the OCOG of the number of accreditations that each of its press organisations will be allocated for the Olympic Games. |
| Pre-Valid Card (PVC) | An OIAC that has not yet been through the Games-time validation process. |
| Prime events | During some sporting sessions of an Olympic Games, the seating allocated in the Stand of Honour for accredited members of the Olympic family with rights to designated seating may be insufficient for the demand. These events will be designated as prime events and only those populations having the correct code on their OIAC will gain access. |
| Responsible Organisation Undertaking (ROU) | Undertaking that each organisation seeking accreditation of its members, staff, delegates, guests and other third parties for the Olympic Games, shall sign and provide to the OCOG and pursuant to which it agrees to be responsible for collecting and submitting to the OCOG on behalf of its members, staff, delegates, guests and other third parties, personal and other information required for the accreditation. |
| Seating access code | Indicates the relevant reserved seating at sport venues for accredited persons. |
| Team officials | 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 access rights |
| Upgrade card | A transferable accreditation card used to give an accredited person additional access rights. |
| Venue access codes | Alpha codes created by the OCOG to represent its specific venues that are printed on an OIAC. |
| Venue Accreditation Offices (VAO) | Facilities located at Olympic venues to provide immediate temporary resolutions to any exceptional or urgent accreditation problems that may arise. |
| Village Residential Zone (RZ) | An area in the Olympic Village where the accommodation for the athletes and team officials is located. An accreditation with "R" symbol or an appropriate guest pass and accompanying escort is required to enter this area. |



Acronyms

Acronyms used in this document are shown in the table below:

| Acronym | Expanded acronym |
|---------|--|
| ACOS | Accreditation Card Operating System |
| AIOWF | Association of International Olympic Winter Sports Federations |
| ANOC | Association of National Olympic Committees |
| ANPR | Automatic Number Plate Recognition |
| ARISF | Association of IOC Recognised International Sport Federations |
| ASOIF | Association of Summer Olympic International Federations |
| BOH | Back of House |
| CAS | Court of Arbitration for Sport |
| DDS | Direct and Dedicated Service |
| DRM | Delegation Registration Meeting |
| DSLA | Detailed Service Level Agreement |
| EB | Executive Board |
| ENG | Electronic News Gatherer |
| FCC | Functional Coordination Centre |
| FOH | Front of House |
| FOP | Field of Play |
| GDP | Games Delivery Plan |
| HOG | Head of Government |
| HOS | Head of State |
| IBC | International Broadcast Centre |
| IF | International Federation |
| IOC | International Olympic Committee |
| IOPP | International Olympic Photo Pool |
| IPC | International Paralympic Committee |
| IPP | Internationally Protected Person |
| MDS | Master Delivery Schedule |
| MOC | Main Operations Centre |
| MPC | Main Press Centre |
| MPCP | Marketing Partner Coach Programme |
| NOC | National Olympic Committee |
| OB | Outside Broadcast |
| OBS | Olympic Broadcasting Services |
| OCOG | Organising Committee for the Olympic Games |
| OFH | Olympic Family Hotel |
| OGG | Olympic Games Guide |
| OIAC | Olympic Identity and Accreditation Card |
| OIS | Olympic Information Service |



| Acronym | Expanded acronym |
|---------|---|
| OLC | The Olympic Club |
| OLV | Olympic Village |
| ORN | Olympic Route Network |
| PCP | Permit Check Point |
| PFH | Paralympic Family Hotel |
| PHP | Photo Pool |
| PLV | Paralympic Village |
| PVC | Pre-Valid Card |
| RHB | Rights-Holding Broadcasters |
| RO | Responsible Organisation |
| RZ | Residential Zone |
| SACD | Supplementary Access Control Device |
| SEQ | Sport Entries and Qualification |
| SLA | Service Level Agreement |
| SNG | Satellite News Gatherer |
| TO | Technical Official |
| TOC | Technology Operations Centre |
| TOP | The Olympic Programme |
| UAC | Uniform Distribution and Accreditation Centre |
| VAPP | Vehicle Access and/or Parking |
| VAPPS | Vehicle Access and/or Parking Scheme |
| VSA | Vehicle Screening Area |
| VUA | Venue Use Agreement |
| WADA | World Anti-doping Agency |
| WFSGI | World Federation of the Sporting Goods Industry |
| WOA | World Olympians Association |
| YOGOC | Youth Olympic Games Organising Committee |



OCOG area codes

| Area name | Area code |
|--|-----------------------------|
| Accommodation | ACM |
| Accreditation | ACR |
| Arrivals & Departures | AND |
| Brand, Identity & Look of the Games | BIL |
| Broadcast Services | BRS |
| Business Development | BUS |
| Ceremonies | CER |
| City Activities & Live Sites | LIV |
| City Operations | CTY |
| Cleaning & Waste | CNW |
| Communications (including Digital Media and Publications) | COM (including DIG and PUB) |
| Communications, Command & Control | CCC |
| Culture | CUL |
| Doping Control | DOP |
| Education | EDU |
| Energy | NRG |
| Event Services | EVS |
| Finance (including Rate Card) | FIN (including RTC) |
| Food & Beverage | FNB |
| Information & Knowledge Management | IKM |
| Language Services | LAN |
| Legacy | LGY |
| Legal | LGL |
| Licensing | LIC |
| Logistics | LOG |
| Marketing Partner Services | MPS |
| Medical Services | MED |
| NOC Services | NCS |
| Olympic Family Services (including Dignitary Programme and Protocol) | OFS (including DIP and PRT) |
| Olympic Torch Relay | OTR |
| Operational Readiness | OPR |
| People Management | PEM |
| Planning & Coordination | PNC |
| Press Operations | PRS |
| Procurement | PRC |
| Rights Protection | RPP |
| Risk Management | RSK |
| Security | SEC |



| Area name | Area code |
|--|-----------------------------|
| Spectator Experience | SPX |
| Sport (including International Federation Services) | SPT (including INS) |
| Sustainability | SUS |
| Technology | TEC |
| Ticketing and Hospitality | TKT |
| Transport | TRA |
| Venue Management | VEM |
| Venues & Infrastructure (including Venue Development and General Infrastructure) | VNI (including VED and INF) |
| Villages Management | VIL |
| Wayfinding Signage | SIG |