



ACCREDITATION AT THE OLYMPIC GAMES

DETAILED SPECIFICATIONS



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ACCREDITATION AT THE OLYMPIC GAMES – DETAILED SPECIFICATIONS

Olympic Host Contract – Operational Requirements ACR Annex 1

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IMPORTANT – NOTE TO READER

In June 2019, the 134th IOC Session amended the Olympic Charter setting the framework for the new approach to future Olympic Host Elections. As a result, important modifications have made the rules more flexible to enable the election of a city, region or country as host of the Olympic Games or to have multiple hosts for one Games edition.

The Games terminology has been adapted so that references to the “Host City” are generally replaced by references to the “Host” (except where the term host city refers to the geographic region). Likewise, the terms “Host City Contract”, “Host City Contract – Principles” and “Host City Contract – Operational Requirements” have been updated and replaced by “Olympic Host Contract”, “Olympic Host Contract – Principles” and “Olympic Host Contract – Operational Requirements” respectively.

For simplicity, this Guide has been drafted based on the assumption that there is one host of the Olympic Games that is co-responsible for the organisation of the Olympic Games with the National Olympic Committee of the country where the Host is located (the “Host NOC”) and with the Organising Committee for the Olympic Games (the “OCOG”). In case there is more than one host (as per the relevant edition-specific Olympic Host Contract), the recommendations contained in this Guide must be read and understood accordingly and references to the “Host” should apply to each of the Olympic Games hosts for that particular Games edition.



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EXECUTIVE SUMMARY

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

Accreditation is not an external sign of a privileged status; it 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 that 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 International Olympic Committee (IOC) Executive Board (EB).

The OIAC has two functions:

- for eligible categories, 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 IOC determines the persons entitled to an OIAC and sets the conditions for its granting and issuance as per Rule 52 of the Olympic Charter.

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](#) list in detail all accreditation categories and, for each category, the list of eligible populations and their respective access entitlements 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 OCOG after the final sport and event programme and quotas are determined, in line with operational plans for key services.



Vehicle accreditation

The Vehicle Access and/or Parking Permit Scheme (VAPPS) is the mechanism to control all vehicle access to the Olympic Route Network (ORN), precincts and venues. The Vehicle Access and/or Parking Permit (VAPP) provides the access and/or parking information to enable the driver, the OCOG and authorised 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



numbers and statistics



previous Games examples

1. OLYMPIC IDENTITY AND ACCREDITATION CARD (OIAC)

This chapter describes the purpose and types of OIAC.

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, however no person is entitled as of right to an 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, for eligible categories, it constitutes a document which, together with the passport or other official travel document of the holder, authorises entry into the Host Country of the Olympic Games.

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 - for eligible categories, 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”, “OCOG”, “S” and “X” categories do not authorise entry into the Host Country.

An accredited person within these categories must conform to the Host Country’s legislation and obtain an entry visa if required for the purpose of their visit. 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 (RO)

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 centralised coordination of the accreditation process and prevents individuals from making requests directly to an OCOG for accreditation.

The ROs 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 Media Rights-Holders (MRH);
- the International Federations (IF);
- the National Olympic Committees (NOC) and through them the written press and photographers;
- the host OCOG and, through it, the OCOG Marketing Partners and OCOG contractors/service providers; and
- future OCOGs.

ROs, through their authorised representative, must complete and return all required documents and forms to the OCOG within the set deadlines and arrange distribution of the OIACs to their rightful bearers, either in PVC form or by in-person visits to an accreditation centre for real-time badging. 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 themselves, 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 Identity and Accreditation Card (PIAC) 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 [Accreditation at the Paralympic Games – Detailed specifications \(OHC – Operational Requirements ACR Annex 2\)](#) for further information. For ROs with participation in both the Olympic and Paralympic Games, the OCOG will prepare and communicate streamlined application methods for individual participants requiring both an OIAC and a PIAC.

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. OCOG should explore sustainable and efficient means to produce these cards and other passes.

Languages on the card

The languages of the information on the card are:

- English;
- the language of the Host Country; and
- French (for the text of the bearer’s consent).

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 photograph should be provided digitally;
- personal information about the card holder on both sides of the card (name, function, RO);
- 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 Partner¹ recognition for those linked with accreditation; and
- text granting consent to use the bearer’s likeness and name (example text below, but exact text to be provided by the IOC for each Games edition):

¹“Marketing Partner” is used as a generic term, which includes all commercial partners having been granted marketing rights by the IOC or the OCOG in relation to the Olympic Games and/or the Paralympic Games (including, without limitation, the “Olympic Marketing Partners”, the “IOC Marketing Partners”, and “OCOG Marketing Partners” as such terms are defined in the OHC – Principles).”

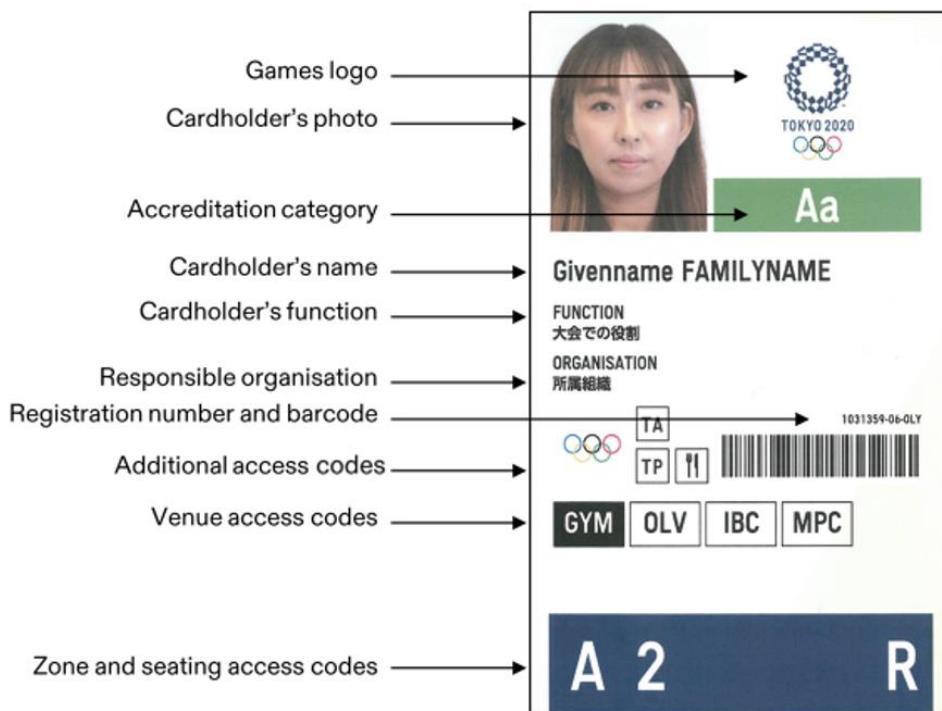
“This Olympic Identity and Accreditation Card (Card) is the property of the International Olympic Committee (IOC) and can be withdrawn at the IOC’s discretion. By wearing/using this Card, I agree to be photographed, identified or otherwise recorded by the Organising Committee of the Olympic and Paralympic Games, the IOC or third parties authorised by them, and that such recordings can be used in a commercial or non-commercial manner, without payment, for the maximum duration permitted by law, in any format/media, for the promotion of the Olympic Movement and I hereby assign all intellectual property rights in such content created within, or from the Games venues and Events (Content) to the IOC - without further authorisation from, or compensation to, me or anyone acting on my behalf - granting the right to make derivative works and waiving any moral rights. The IOC grants me a revocable license to use the Content for personal/private and non-commercial/non-promotional purposes compliant with the IOC Social and Digital Media Guidelines and other IOC requirements applicable. I agree to comply with the Olympic Charter, the IOC Code of Ethics and any applicable IOC regulations. I confirm that my responsible organisation has brought the “Information Notice on the Processing of Personal Data of Participants and other Accredited Persons” (see [URL]) to my attention and confirm that I have read and understood the information it contains regarding the processing of my personal data and my related rights.”

The full local language version of the English text above should also be included on the back of the OIAC.

A link to the full French version of the English text above should be provided on the back of the OIAC, e.g. “*Pour la version française, veuillez consulter les termes et conditions applicables à l’utilisation de cette carte sous [URL]*”.

An example of the OIAC is provided below:

Front of card



Back of card

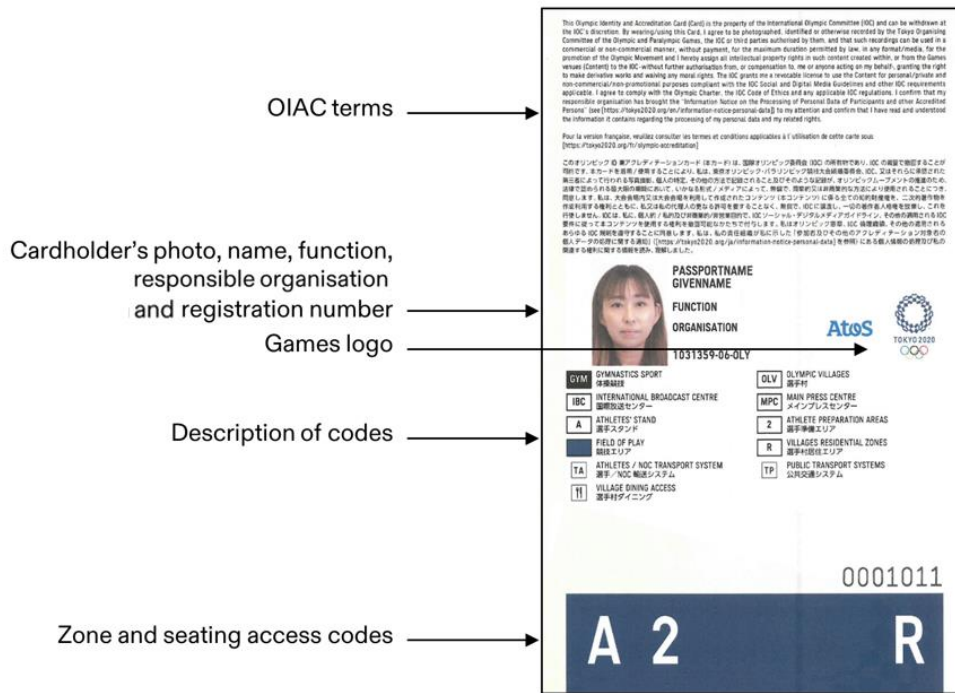


Figure 1: Examples of the Olympic Identity and Accreditation Card

Any additional elements added to the card (e.g. Radio Frequency Identification [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 accredited person’s information (name, accreditation number, photo, their role and RO) as well as the same terms and conditions text, Marketing Partner recognition and security features as outlined in section [1.2. Specifications of the card](#); and
- upgrade – identifies the entitlements.

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 RO 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 an RO the flexibility to redeploy its workforce throughout a venue or among venues on a day-to-day basis.



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



Figure 2: Example of the two-part card “identity 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 RO concerned may request accreditation for a member of the organisation’s EB, 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 ROs 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 if the situation cannot be resolved.

There are particular combinations of official functions where it is not appropriate to combine all the rights to fulfil all legitimate roles onto a single OIAC, e.g. where there are specific requirements that a particular category is not permitted to enter the Olympic Village(s), or where combination would provide more zone access at one (or more) venue than they would be entitled to with separate OIACs. Various resolution options exist for such cases, including the use of guest passes and Upgrade Cards. However, in some cases it may be necessary for the individual or RO to agree to choose just one role to ensure compliance with the Olympic Charter and/or other rules and regulations related to participation in the Olympic Games.

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

Several transferable accreditation cards are allocated to the IOC, the IFs, the NOCs and selected other organisations as informed by the IOC. The aim is to:

- give ROs a means of accrediting a number of guests or operational personnel (e.g. Team Officials for NOCs) 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 (refer to section [2.3. Upgrade transferable cards – “U” category](#) for details).

1.6.1. Nominative transferable cards

This type of OIAC is a personalised individual card displaying the photograph, name, function and RO 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 issued by the OCOG to the people designated by the eligible RO.



Responsible Organisation	Category	Population	Number of cards issued	Transferable	Maximum number of participants registered per RO
IFs on the Games programme	“IF”	Transferable guest	15 per IF	2 times	45
NOCs with participating athletes	“NOC”	President and Secretary General	2 per NOC	1 time (may only be transferred between the President/Secretary General and a member of the NOC’s EB as per section 1.4. Substitution rules and multiple roles)	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 more Ministers)	2 (additional permitted if the Sport Minister Role is shared by more than 2 people)
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.	Quota multiplied by 3, e.g. Summer Games NOC with 100 athletes = 5 transferable guests; max. 15 participant registrations

Responsible Organisation	Category	Population	Number of cards issued	Transferable	Maximum number of participants registered per RO
NOCs with participating athletes	“Ao”	Team Officials and additional officials	Subject to Rule 38 (refer to sections 7.2. Team officials’ quotas – Olympic Winter Games and 7.3. Team officials’ quotas – Olympic Summer Games)	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 not exceeded.	As per Rule 38
Interested Parties/ Preferred Hosts	“O”	Interested Party/ Preferred Host Executives	Maximum 4 per Interested Party/ Preferred Host (at the discretion of the IOC)	1 time	Maximum 8

Process

To transfer the use to another person and receive a new card:

Step	Description
1	RO submits an application for all prospective bearers by the required deadline.
2	RO informs the OCOG of the first participants to be accredited, and the participants to be accredited later (the “transfer pool”) by the deadline established by the OCOG (for NOCs this deadline is the Digital Delegation Registration Meeting [D-DRM]). The OCOG ensures that the established quotas are not exceeded.
3	RO informs the OCOG (in person or online) as to when a participant will be activated/transferred within an agreed time period. Only the authorised representative of the RO is permitted to inform the OCOG about transfers.
4	RO informs each participant 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.

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);
- IOC's temporary administrative offices (if judged appropriate); and
- competition venues (IF 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.

Olympic Village guest passes will only be available on the days and during the times agreed between the OCOG and the IOC (usually from the official opening dates, which include the pre-opening, until the official closing date of the Olympic Village, from 09:00 to 21:00, except for the days of the opening and closing ceremonies). For operational reasons, the IOC reserves the right to request guest passes on any given operational day of the Olympic Village. Refer to the [Olympic Games Guide on Olympic and Paralympic Villages](#) for further details of guest pass operations at the Village(s).

Guest pass application approval

Detailed Policies and Procedures (P&P) 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 that any additional pass that allows access to a competition venue display a photograph of the bearer.

2.1.1. Olympic Village guest pass

Four types

There are four different types of Olympic Village guest passes:

- NOC guest passes that grant access to the Olympic Village Plaza (OVP) and/or the Residential Zone (RZ);
- IOC guest passes that grant access to the OVP and/or the RZ;

- media guest passes that grant access to the OVP; and
- Marketing Partner guest passes that are limited by contract and grant access to the OVP.

2.1.1.1. Olympic Village guest pass NOC allocation

This access pass system allows NOC visitors, friends and family of delegations and dignitaries to access 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 guest access to the OVP and RZ

Each NOC delegation is assigned a daily quota of guest passes to the Olympic Village according to the NOC delegation size (number of “Aa”, “Ac” [excluding Olympic Attaché] and “Ao” Primary Team Officials [PTO]).

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 OVP unaccompanied. However, should an NOC wish to invite the guest to 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, per the policy agreed by the OCOG and IOC.

The IOC reserves the right to modify the 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.

Step	Description
1	NOC receives daily requests for friends and family of delegation members, dignitaries and NOC visitors (such as specific MRHs).
2	NOC submits requests online through the OCOG’s online guest pass system prior to the deadline agreed between the OCOG and the IOC. The number of requests may not exceed the NOC’s daily quota.
3	NOC ensures that guests are informed of the need to provide an official document with photo identification, e.g. passport, OIAC, on the day of the visit.
4	Guests arrive at the village Guest Pass Centre and exchange their OIAC or an official photo identification document for a guest pass.
5	NOC receives and chaperones guests within the village RZ.
6	On departure or prior to the closing of the village Guest Pass Centre, NOC guests ensure guest passes are returned in exchange for their OIAC or the official photo identification document.



Figure 3: Olympic Village guest pass from the Olympic Games Rio 2016

NOC quotas – exchange to village administration OIACs

NOCs may choose to exchange up to 60 per cent (rounded up) of their daily Olympic Village guest pass quotas for village administration OIACs.

Village administration OIACs provide access to the Olympic Village including the RZ without needing to be escorted by the NOC, but do not count toward any NOC entitlements including bed spaces in the Olympic Village. Village administration OIAC holders are not entitled to access the Olympic Village dining facilities, however the OCOG may allow NOCs to purchase the “knife and fork” entitlement.

The village administration accreditation category is not transferable.

NOCs must decide the number of guest passes to be converted by no later than the Final DRM (F-DRM), and the number of daily guest passes will be reduced accordingly.

NOC quotas – multiple villages

At Games with multiple Olympic Villages, the IOC and the OCOG will determine any additional guest pass quotas for satellite village(s), or any policies regarding distribution of the overall guest pass quotas across multiple villages.



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

Should an NOC's delegation size exceed 325, the maximum number of guest passes will remain limited to 51 per day.



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	Delegation size	Number of guests
1- 30	6	309- 316	41
31- 35	7	317- 324	42
36- 40	8	325- 332	43
41- 45	9	333- 340	44
46- 50	10	341- 348	45
51- 60	11	349- 356	46
61- 70	12	357- 364	47
71- 80	13	365- 372	48
81- 90	14	373- 380	49
91- 100	15	381- 388	50
101- 110	16	389- 396	51
111- 120	17	397- 404	52
121- 130	18	405- 412	53
131- 140	19	413- 420	54
141- 148	20	421- 428	55
149- 156	21	429- 436	56
157- 164	22	437- 444	57
165- 172	23	445- 452	58
173- 180	24	453- 460	59
181- 188	25	461- 468	60
189- 196	26	469- 476	61
197- 204	27	477- 484	62
205- 212	28	485- 492	63
213- 220	29	493- 500	64
221- 228	30	501- 510	65
229- 236	31	511- 520	66
237- 244	32	521- 530	67
245- 252	33	531- 540	68
253- 260	34	541- 550	69
261- 268	35	551- 560	70
269- 276	36	561- 570	71
277- 284	37	571- 580	72
285- 292	38	581- 590	73
293- 300	39	591- 600	74
301- 308	40	600 +	75

Should an NOC's delegation size exceed 600, the maximum number of guest passes will remain limited to 75 per day.

2.1.1.2. Olympic Village guest pass IOC allocation

The IOC is able to invite guests and others requiring operational access for IOC activities into the Olympic Village on any day during the official opening period, including on the days of the opening and closing ceremonies. There is no quota, however the IOC can provide estimations of the average numbers of guest passes requested at previous Games.

The process and OVP/RZ access rules are the same as NOCs, as indicated in section [2.1.1.1. Olympic Village guest pass NOC allocation](#).

2.1.1.3. Olympic Village guest pass media allocation

The Olympic Village is 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

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

The village media allocation is restricted to the OVP where media can interview athletes and experience the athletes' home.

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

Some key members of the OBS crew (embedded filming crew, liaison team, OBS Venue Technical Manager) will be provided the "R" code on their accreditation in coordination with the IOC so they can more easily assist the MRH activities in the Olympic Village RZ, including set-up and installation of the MRH remote cameras in their NOC spaces.

Filming is not permitted by any E-accredited individual. Holders of "ENR" accreditations are not permitted to film and/or to bring broadcasting equipment into the Olympic Village, including the OVP.

Process

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

Step	Description
1	"E" and "RT/HB" accredited media go to Olympic Village media access gate.
2	Exchange their OIAC for a guest pass.
3	On departure, accredited media return to media access gate to return the guest pass and retrieve their OIAC.

Quota

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% #8

Category	Number of guest passes
E	200
RT	200

Media access to RZ

The media do not access the RZ except in the following cases:

- Village media days are organised by the OCOG and held before the start of the Games in the week prior to the opening ceremony. During these days, NOCs may invite media into their residential area, taking responsibility for those participants. The format and the specific dates are agreed among the OCOG, OBS and IOC Media Operations.
- MRHs may set up permanent facilities in the RZ only with the written agreement of OBS and the NOC concerned, which must also regulate the operation of these facilities. Such permanent facilities are subject to the following conditions:
 - MRHs must obtain approval for the establishment of the permanent facilities with their particular NOC. OBS must approve all elements required for set-up. MRHs will be responsible for all associated installation costs (Cable Television [CATV], Audio-visual [AV], etc.).
 - Each MRH will be allowed a limited number of personnel to access their approved space.
 - MRHs' 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 its Chef de Mission assume full responsibility for the MRH's presence on their premises and for any consequence thereof.
 - The NOCs must request a guest pass and escort authorised MRHs at all times while on their premises and within the RZ.
 - MRHs are only allowed to shoot or conduct interviews within the specified NOC spaces and nowhere else.
 - MRHs are not allowed to shoot any other function or area of the Olympic Village, including the main dining facilities or public spaces.
 - MRHs are not allowed to produce footage of or interview any 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 MRHs. No MRHs will be allowed to cover such events.
- No other members of the media, including members of the press, will be allowed to access the RZ with or without equipment outside the specified media days.



Figure 4: Olympic Village media guest passes, Olympic Winter Games PyeongChang 2018

2.1.1.4. Olympic Village guest pass Marketing Partner allocation

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

Unless otherwise approved by the IOC to access the RZ, the guest pass is restricted to the OVP and the daily quota of 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:

Step	Description
1	The OCOG Marketing Partner Services area to inform of TOP and domestic contractual quotas (and dates where relevant) of guest passes for each Marketing Partner in agreement with the OCOG NOC Services area.
2	Marketing Partners submit requests through the OCOG’s online guest pass system prior to the deadline agreed between the OCOG and the IOC.
3	On arrival at the village Guest Pass Centre, Marketing Partner guests present an OIAC 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.
4	On departure, Marketing Partner guest returns the guest pass in exchange for their OIAC 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 on or just outside 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:

Step	Description
1	Application is made to the MPC Guest Pass Centre in advance, usually by 17:00 the day before the intended visit. All accredited individuals with MPC on their OIAC are entitled to request an MPC guest pass for individuals without the MPC venue code on their OIAC through the OCOG's online guest pass system.
2	On arrival guest/visitor presents at the MPC Guest Pass Centre an OIAC 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.

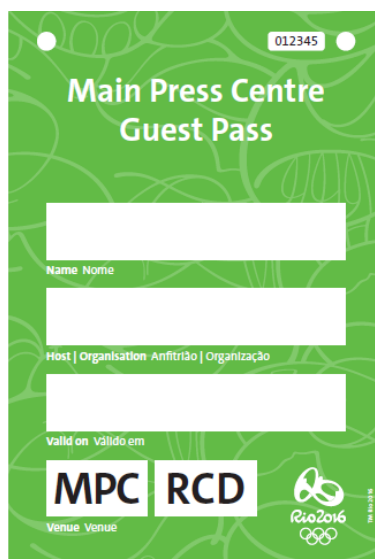


Figure 5: Main Press Centre guest pass, Olympic Games Rio 2016

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 Office

An IBC Guest Pass Office (GPO) will be located on or just outside the perimeter of the IBC, immediately adjacent to the main entrance of the building. It will be easily accessible by anyone who does not have an OIAC or does not have the “IBC” venue code on their OIAC.

The IBC GPO 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:

Step	Description
1	Application is made to the IBC GPO in advance, per an agreed procedure (usually by a prescribed deadline on the day before the guest will visit). MRHs are usually provided access to submit guest pass requests through the OCOG’s online guest pass system operated by OBS at the GPO.
2	Guest/visitor arrives at the IBC GPO and shows OIAC or official document with photo identification for guest pass.
3	OBS/MRHs receive and chaperone guest/visitor within the IBC.

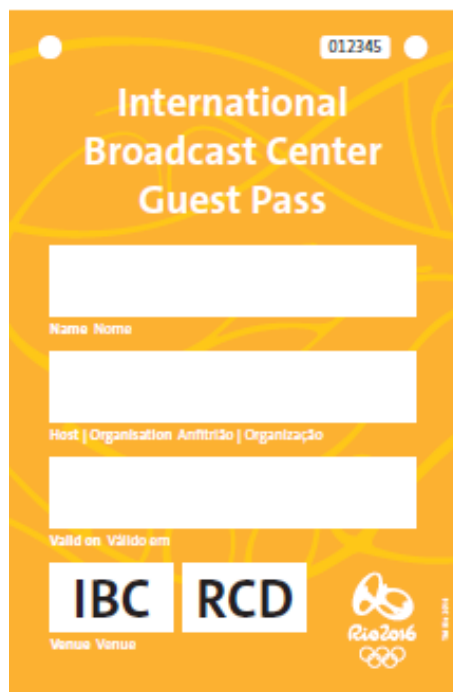


Figure 6: International Broadcast Centre guest pass, Olympic Games Rio 2016

2.1.4. OFH passes

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 on or just outside the perimeter of the OFH to allow guests to collect their pass before entering the main hotel facility. The OFH Guest Pass Centre is sometimes co-located with or near the Olympic Family Accreditation Centre.

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.

2.1.4.1. OFH guest pass

OFH guest passes are intended for guests of accredited persons accommodated in or working in the OFH. Passes may only be requested by accredited persons with the “OFH” venue code on their OIAC. The passes are issued for a single day.

Process

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

Step	Description
1	Application is made to the OFH Guest Pass Centre in advance (usually by a prescribed deadline on the day before the guest will visit). The IOC and the OCOG may allow the guest’s host to submit guest pass requests at the OFH Olympic Family Information Desks inside the hotel.
2	On arrival at the OFH Guest Pass Centre, the guest/visitor presents an OIAC 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 the 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.



Figure 7: Olympic Family Hotel guest pass, Olympic Games Rio 2016

2.1.4.2. OFH resident pass

OFH resident passes can be used for the following scenarios:

- non-accredited accompanying guests of accredited persons who are accommodated at OFH;
- existing long-term residents of the OFH; or
- non-accredited persons who have reserved accommodation at OFH within the period of lockdown, but outside the period of exclusive Games-related use.

Passes are issued for the duration of stay to facilitate entry into, and movement around, the OFH without providing an OIAC.

In principle the OFH resident passes should be issued from the OFH Guest Pass Centre, but the OCOG should consider the procedures to be followed for arrivals/check-ins that occur outside the opening hours of the Guest Pass Centre.

Process

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

Step	Description
1	The OCOG Olympic Family Services and Accommodation areas, in coordination with the hotel operator and the IOC, identify non-accredited persons who will be accommodated within the OFH for all or part of the Games lockdown period. Olympic Family Services area/Accommodation area/IOC/hotel operator inform guests in advance of their stay about lockdown/security requirements and request submission of personal information to facilitate the issuance of a resident pass.
2	Olympic Family Services area submits personal data into the OCOG guest pass system.
3	On arrival at the OFH Guest Pass Centre, the resident presents an official document valid for the guest pass process (e.g. passport or official travel document for foreigners,

Step	Description
	driver's license for nationals, etc.) to establish identity. It is not an IOC requirement for the guest/visitor to exchange the identity document to obtain a resident pass.
4	OCOG distributes resident pass to guest/visitor.
5	Resident is not required to return the resident pass to the OFH Guest Pass Centre when leaving the venue.



Figure 8: Olympic Family Hotel resident pass, Olympic Games Rio 2016

2.1.4.3. OFH media pass

Media organisation representatives may be invited by the IOC to attend specific meetings, media briefings or interviews that take place in OFH during the Games. OFH media passes are managed and issued by the IOC on a daily basis as required to “E” and “RT” accredited persons.

Process

The table below describes the process for OFH media pass distribution.

Step	Description
1	IOC informs media about opportunities to attend meetings/briefings or invites individual media representatives to the OFH to conduct an interview or accepts an interview request from a media representative. IOC informs the individual about OFH entry requirements and the meeting place for handover/collection of the media pass.
2	On arrival the media representative presents their OIAC to establish identity, and the OFH media pass is issued. It is not an IOC requirement for the guest/visitor to exchange the OIAC or document to obtain a media pass.
3	Media representative is not required to return the media pass when leaving the venue.



Figure 9: Olympic Family Hotel media pass, Olympic Games Rio 2016

2.1.5. IF guest pass

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

IF guest pass access

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

In the case of OF/IF joint lounges, an IF guest pass with access to zone 6 only facilitates ticketed guests' entry to these spaces without any seating entitlements in the Olympic Family stand.

The passes will clearly indicate the date and session during which access to the venue will be allowed. IF guests must leave the venue after the end of the session to which they have been invited.

Quotas

The IOC, in collaboration with the OCOG, establishes a quota for the number of guest passes that can be allocated per session with each IF for all their competition venues. The definition of a “session” will be sport-specific and should be aligned with the way a session is defined for ticketing (e.g. double-header football sessions are considered as two sessions in the competition schedule, but one session for ticketing and guest pass), except for sports with multiple ticketed sessions inside the same venue perimeter scheduled at the same or overlapping times (e.g. tennis, shooting, hockey).

The availability of guest pass quotas for prime event sessions will be assessed by the IOC and OCOG on a case-by-case basis.

IF guest pass distribution

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

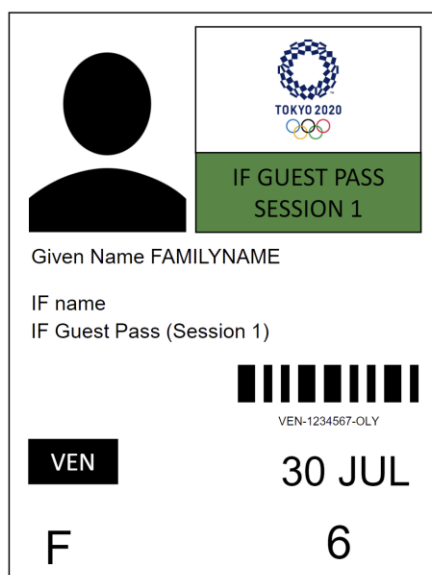


Figure 10: IF Guest Pass (per session)

Process

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

Step	Description
1	IF applies for an IF guest pass, within the set timeframe, through the OCOG's online guest pass system (similar to the Application for Accreditation process)
2	On arrival at the VAO, the guest/visitor presents an OIAC 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 is required to leave the venue after completion of the relevant session before the spectator gates open for any following session on the same day.
5	Guest/visitor is not required to return the guest pass to the VAO when leaving the venue.

2.1.6. Ultimate Access Programme

The OCOG issues guest passes for venues to guests of TOP Partners participating in experiences of the Ultimate Access Programme (UAP) programme (or equivalent programme), which may include, but is not limited to, experiences such as:

- Behind the scenes – tours of Back of House (BOH) areas at competition venues; Sport initiation – experience sport on the Field of Play (FOP); and
- Best seat in the house – access to watch the competition from a position usually inaccessible to ticketed spectators

The IOC will determine the experiences to be implemented at each edition of the Games. All experiences will be led and/or escorted by IOC staff.

It is expected that participating TOP Partner guests will not be accredited and will primarily be ticket holders. A few participants (e.g. TOP Chief Executive Officers (CEO), Senior Executives) may be

accredited as TOP Partner with limited access rights, which would not be sufficient for the relevant experiences.

UAP pass access

The UAP pass provides access to the venue for the purpose of the experience, with a member of IOC staff escorting the group. The passes provide access into the relevant venue on the day of the experience, only for the duration of the experience and only when escorted by an IOC staff member. While it is not necessary for the passes to identify/grant access into accredited zones within the venue, access to BOH areas including FOP is expected for this programme.

Experiences should be recorded on the venue Daily Run Sheet (DRS) so that OCOG Event Management, Security, relevant zone owners and the IF of the sport taking place in the venue are aware of an IOC-escorted group moving around the venue, including in and out of accredited zones for the purpose of the experience.

The IOC, in collaboration with the OCOG Marketing Partner Services area, will initiate planning for the UAP passes, with involvement from OCOG Accreditation, Event Management, Security and Sport areas, and the relevant IFs.

The OCOG Security, Accreditation and Event Management areas should determine the pass types, access mechanisms and process in accordance with the types of UAP experiences being implemented at the Games, and the OCOG's security and venue access P&P. In previous Games, exceptions to standard policies have been granted for some UAP experiences due to the presence of an IOC escort, and if the experiences take place during off-hours of the venues.

Venues and quotas

The venues with UAP experiences will be determined by the IOC in collaboration with the IFs.

The number of participants in each experience will be defined according to the nature of the experience and the venue/sport.

Process

The table below describes a general process for UAP guest pass distribution. This process is from a Games where handwritten passes were used and UAP participants did not need to individually attend a VAO to collect their pass. The process for each Games should be agreed between the OCOG Security, Accreditation and Event Management areas, and the IOC.

Step	Description
1	TOP Partner identifies UAP experience participants and collects required personal information. Personal information is submitted to the OCOG online guest pass system (similar to the Application for Accreditation process) before the start of the Games.
2	The OCOG provides the full batch of blank passes (including lanyards) to the IOC before the Games (no later than 1 week before the first scheduled experience).
3	On receipt of the blank passes, the IOC is responsible for the management of these passes including storage, management, adding names of the guests for each relevant session (provided that their security risk assessment has been cleared), distributing and collecting passes before and after each experience.

Step	Description
4	The IOC staff member responsible for each session identifies themselves to the Event Management and Security staff at the venue before the start of the experience.
5	At the dedicated meeting point (outside the Pedestrian Screening Area [PSA]), the IOC representative meets the relevant TOP Partner guests. They are responsible to check each guest identification prior to distribution of the relevant pass.
6	UAP participants are escorted into the venue, undergoing all necessary security checks. The OCOG is responsible to ensure the relevant Security staff (at agreed PSA) are briefed to ensure a smooth and quick entrance of the group.
7	After the end of the experience, the participants are escorted out of the venue and the passes are handed back to the IOC staff member responsible for the experience.

UAP pass design

The UAP pass size/design is to be unique from other passes to visually differentiate from regular accreditation, thus easily identifiable by the Security/event team.

The lanyard will be the same as for other guest passes.

Distribution

UAP pass will be distributed at the beginning of the UAP experience and taken back at the end of the UAP, outside of the PSA.

The image below demonstrates a typical UAP pass.



Figure 11: A typical UAP pass (former “Games Time Experience” programme title).

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 valid for a single venue and only on the day it is issued.

In principle, day passes are available to workforce populations only for purposes such as:

- 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.).

The day pass operates under the same principles as the OIAC and adopts the same features. Exceptionally this pass indicates its validity date and displays no category code on the front of the card, while the holder's photo shows only on the back of the card.

Distribution

Day passes are distributed from VAOs.

Day pass application

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

Process

The following table describes the day pass process:

Step	Description
1	Functional Coordination Centre (FCC)/RO submits an application through the online accreditation system in advance on behalf of their workforce before the prescribed deadline (usually the day before access to the venue is required).
2	Event Director (or deputy) approves requests for the following day.
3	On arrival at the VAO, the visitor presents an OIAC 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.
4	OCOG distributes the day pass.
5	The visitor is not required to return the day pass to the VAO when leaving the venue.

The image below demonstrates a typical Olympic Games day pass.

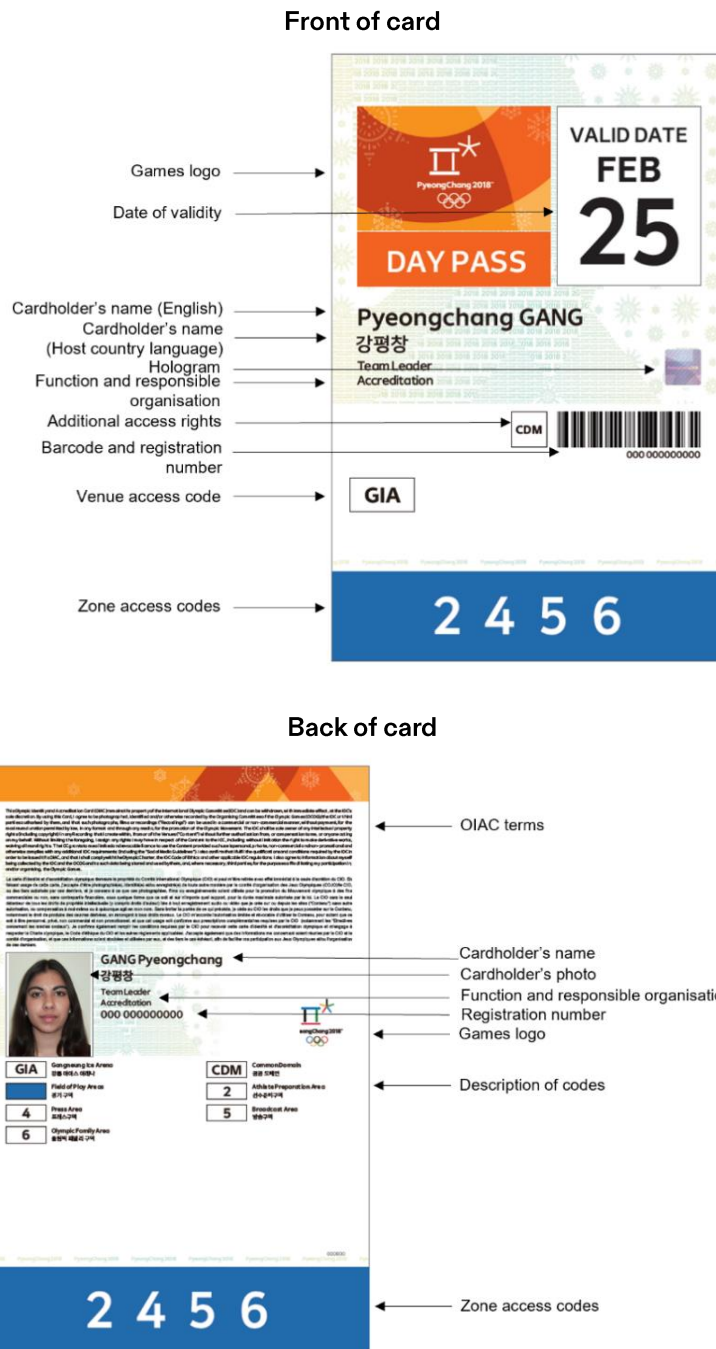


Figure 12: A typical Olympic Games day pass

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 sport venues, within venue zones and reserved seating (subject to seating availability). Specific quotas are set for the ROs, such as the Marketing Partners, IFs and NOCs, in agreement with the IOC.

The quotas for each eligible RO are specified in chapter 8. [Accreditation charts](#).

“U” cards must be approved by each zone owner respectively (i.e. OBS approves the requests for cards with zone 5, IF approves zone 2).

An example of an upgrade card is provided below:

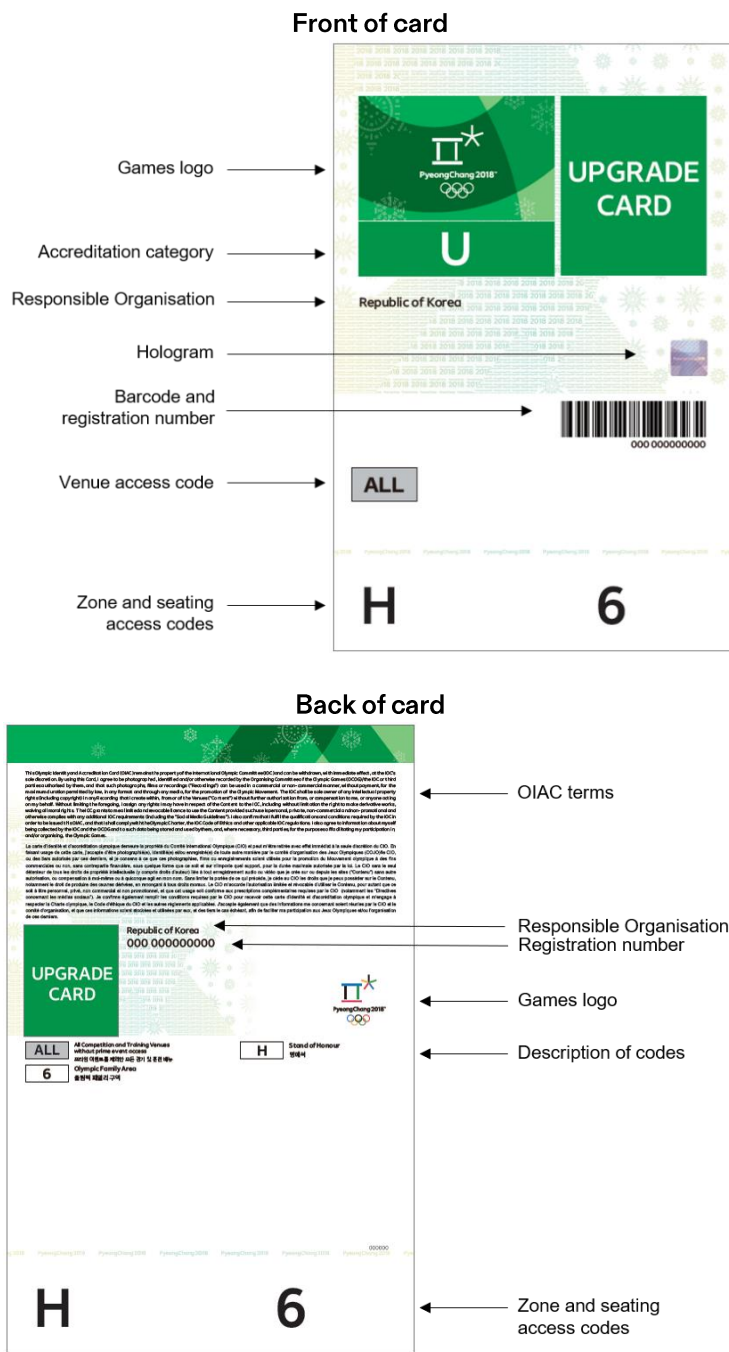


Figure 13: Example of an upgrade card

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 an 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 shall 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 P&Ps, 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.

The following SACDs are examples of what may be required:

- Photographers' bib for photographers on or around the FOP;
- FOP bib for MRHs;
- FOP ribbon for OBS;
- armbands for MRH dedicated positions;
- armbands for MRH non-dedicated positions for high demand events;
- camera platform armbands for OBS;
- satellite farm pass and television studio facility 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).

For clarity, devices that are used to identify certain populations, for example photographer vests and medical staff/volunteer bibs or armbands, which are not used to determine access into sessions or zones/spaces, should not be considered SACDs. However, the relevant OCOG areas for each 'identifier' device should agree with the Accreditation area on the design and colour choice to ensure there is sufficient differentiation with the design/colour of the SACDs.

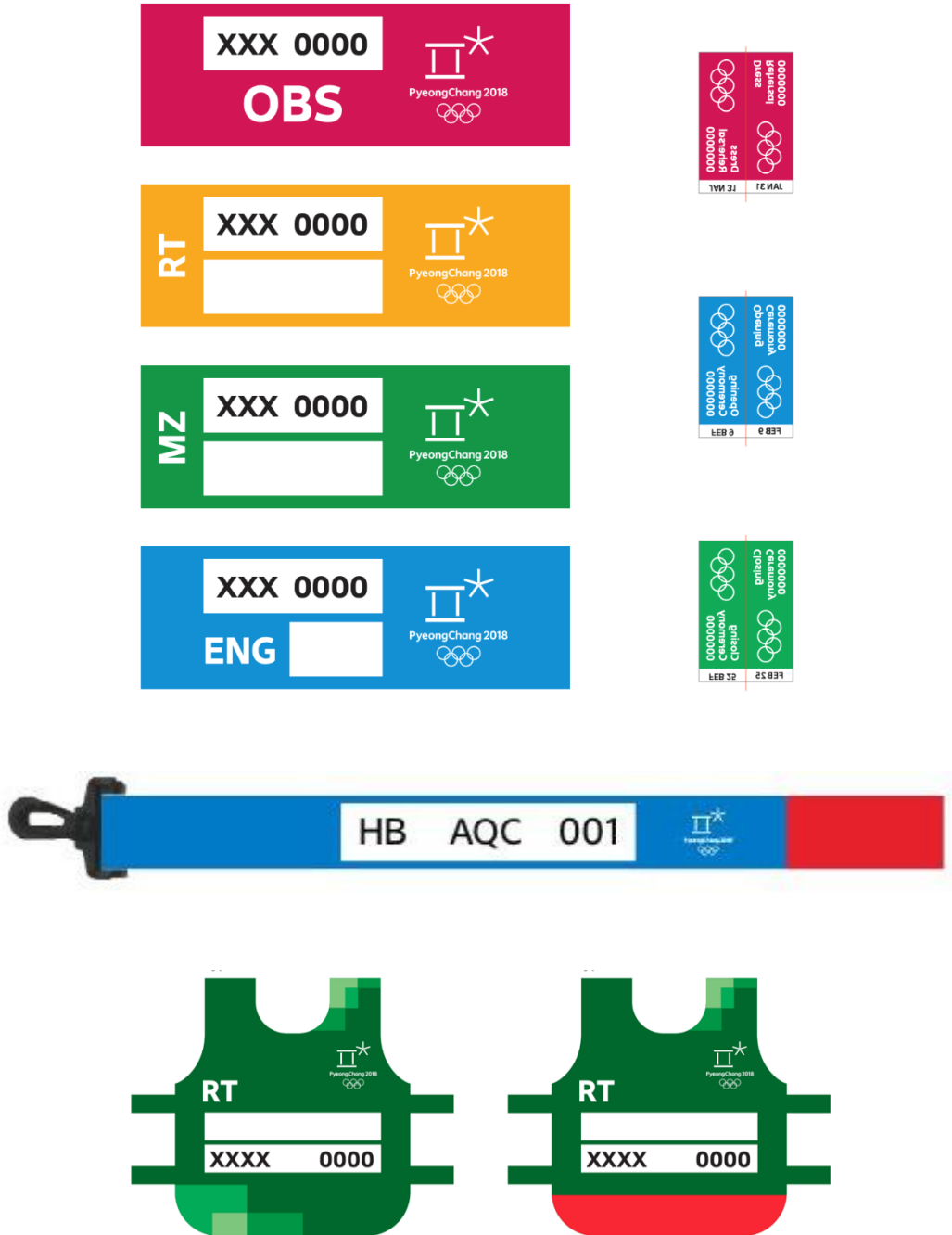


Figure 14: Examples of SACDs, Olympic Winter Games PyeongChang 2018

(top from left to right: broadcaster armbands, ceremonies stickers and camera sticker; bottom: OBS ribbons and broadcaster bibs)



Figure 15: Examples of SACDs, Olympic Games Rio 2016

(top left to right: Equestrian Stables Access pass; Golf Inside the Ropes Photographer Pass; IBC Satellite Farm Pass; bottom: wristband for opening ceremony cast)

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.

3.1. Seating tribune types

Competition events

Official Stand

For competition events the Official Stand is a seating area reserved for people accredited according to the charts in chapter [8. Accreditation charts](#).

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. Those with access to the Official Stand are also entitled to sit in the Federation and H Stands.

Federation Stand

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](#). Those with access to the Federation Stand are also entitled to sit in the H Stand.

H Stand

The H Stand at competition venues is reserved for persons accredited according to the charts in chapter [8. Accreditation charts](#).

Athletes' Stand

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

E Stand

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](#).

RT Stand

The RT Stand is a seating area to which access has been authorised to people accredited according to the charts in chapter [8. Accreditation charts](#).

Ceremonies

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.

Refer to the IOC Protocol Guide and the [Olympic Games Guide on Olympic Family and Dignitary services](#) for further information.

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 H Stand 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 events 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 categories and populations that do NOT have prime events access status are listed in chapter [8 – Accreditation charts](#) (Seating Access column).

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 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.

IOC Media Operations, in collaboration with OCOG Press Operations, will implement the allocation and distribution of tickets to the written and photographic press for high demand events including the opening and closing ceremonies. IOC Media Operations is responsible for the management and distribution of tickets for the press. From the Olympic Games Paris 2024 onwards, a digital system for the distribution of the high demand events’ tickets will be in place to facilitate the process for all the parties involved: IOC Media Operations, NOC press attachés and the accredited press. The digital ticketing platform is developed and managed by the IOC and it will rely on information from the OCOG press accreditation database. The ticketing platform and the accreditation database must work in conjunction with each other.

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. A small number of tickets may be allocated to NOC E / NOC Es press attachés and ENR accreditation holders. Only E, EP, Es, EPs, ET and ENR categories are considered for high demand tickets. The ticket allocation for photographers is determined in cooperation with the OCOG Photo Chief.

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:

Step	Description
1	Sports and events impacted will be announced, if possible, before the start of the Olympic Games by the IOC and the OCOG on Info and at the IOC ticketing office at the MPC
2	OCOG provides detailed reserved seating diagrams including photo positions for all venues to the IOC ticketing office located in the MPC no later than ten days prior to the opening ceremony
3	NOC designates one contact person for the distribution of the tickets to their press organisations
4	IOC determines and allocates the quota of tickets for each NOC and press organisations directly accredited by the IOC per type of ticket (tabled, non-tabled and photo positions) via an electronic system
5	Each NOC's designated contact person then allocates a certain number of tickets to each of their press and photographic organisation who in turn allocates to the accredited individuals from their organisation. For organisations directly accredited by the IOC, each organisation allocates a certain number of tickets to their accredited individuals via a designated contact person (1 per organisation only)
6	Any non-allocated tickets will be returned for redistribution via the electronic system.

Detailed P&P can be found in the [Olympic Games Guide on Media Part 1 – General Services and Press Operations](#) and in the IOC's Digital Press Ticketing Guidelines.



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. OCOGs should explore sustainable and efficient means to operate and issue tickets for high demand events (e.g. electronic tickets).

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

Process

The process for the distribution of tickets/SACDs to the broadcasters for high demand events and to the opening and closing ceremonies is:

Step	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/SACDs to OBS.
3	Tickets/SACDs distributed by OBS to the MRHs' representatives.
4	OBS and MRHs distribute the tickets within their own staff.

Eligible categories

All RT and HB categories will be allowed access into high demand events, including the opening and closing ceremonies, with the proper tickets/SACDs.

3.5. Criteria for reserved seating access

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

Automatic access

For most competition events (i.e. 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 (O, H, F, A and E stands) designated for their category, provided space is available.

Opening and closing ceremonies

All accredited persons eligible to attend the opening and closing ceremonies must obtain a ticket (as per chapter [8 – Accreditation charts](#)), in addition to their accreditation, to gain access to the ceremonies venue(s).

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 of 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 personnel must be allowed to occupy seats for observation purposes. These seats must be in the broadcast zone 5 areas adjacent to the commentary positions.

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

4. ACCREDITATION PROCESS

This chapter outlines the accreditation process for the Olympic Games.

4.1. Accreditation process – workforce

This section outlines the accreditation processes for workforce populations.

4.1.1. OCOG volunteers

Step	Description
1	The People Management and Accreditation areas liaise during the design of the volunteer application form to ensure all necessary information is collected and that all data and photograph requirements for security risk assessments and OIAC production are considered.
2	The People Management area opens the online application portal for volunteer applications.
3	The People Management area invites candidates for interview. Staff at the volunteer interview centre check the identity document of each participant and update, if necessary, the application information and/or capture a new photograph.
4	The People Management area determines the number of volunteers required for each role at each venue.
5	The People Management area assigns successful candidates to positions (a “job title” and a “venue”) and sends offers via the online portal.
6	Volunteer candidates accept their offers via the online portal and their personal data and photograph are then transferred to the accreditation system.
7	Accreditation access entitlements are automatically assigned to each volunteer through the workforce entitlement matrix (refer to section 4.1.4. Workforce – general processes and considerations).
8	Each OCOG area is provided - for final review - a list of registered volunteers and their accreditation function and access entitlements (“data review process”).
9	The People Management area (Uniforms team) invites each volunteer to the Uniform Distribution and Accreditation Centre (UAC) to collect their OIAC and Games uniform. The timelines for all invitations shall be agreed with the Accreditation area.
10	OIACs are issued and validated (“real-time badging”) at the UAC.

The security risk assessment process may take place before step 5 or after step 6, or by exception at earlier stages in the process. This is to be determined through discussions among the People Management, Accreditation and Security areas, relevant government agencies, and finally approved by the IOC.

4.1.2. OCOG staff

Step	Description
1	The People Management and Accreditation areas liaise during the design of the OCOG staff application form to ensure all necessary information is collected and that all data and photograph requirements for security risk assessments and OIAC production are considered.
2	The People Management area gathers all required personal information from staff members (either from the existing staff database or directly from each individual). The People Management area is responsible for ensuring that all personal data is correct. Therefore, it is recommended to perform detailed cross-checking of identity documents and updating of staff databases. This can be done either during the recruitment or onboarding processes, or in person.
3	The People Management area should consider using photographs from existing staff identifications or operating in-person sessions for acceptable photographs to be taken.
4	The People Management area determines the number of staff required for each role at each venue.
5	The People Management area assigns each staff to position(s) (a “job title” and a “venue”).
6	After assignments are completed, the personal data and photographs are transferred to the accreditation system.
7	Accreditation access entitlements are automatically assigned to each staff member through the workforce entitlement matrix (refer to section 4.1.4. Workforce – general processes and considerations).
8	Any additional venue access not granted from the assignments in the People Management systems are gathered by the Accreditation area from the respective OCOG areas and approved by the relevant space owners (Event Management for competition venues and “ALL”, Villages Management for villages, Press Operations for MPC, OBS for IBC and Olympic Family Services for OFH). Approved additional venue access is then manually added to individual staff registrations in the accreditation system.
9	Each OCOG area is provided - for final review - a list of registered staff and their accreditation function and access entitlements (“data review process”).
10	The People Management area (Uniforms team) invites each staff member to the UAC to collect their OIAC and Games uniform. The timelines for all invitations shall be agreed with the Accreditation area.
11	OIACs are issued and validated (“real-time badging”) at the UAC.

The security risk assessment process may take place before step 5 or after step 6, or by exception at earlier stages in the process. This is to be determined through discussions among the People Management, Accreditation and Security areas, relevant government agencies, and finally approved by the IOC.



4.1.3. OCOG contractors and service providers

This section shows the general process for contracted organisations, including organisations that require accreditation to access Olympic Games venues, such as government agencies, National Technical Officials (NTO), venue tenants, community groups, etc. This section is also relevant to the process for workforce of OCOG Marketing Partners and public security agencies.

Step	Description
1	The Accreditation area meets with each OCOG area to collect the details of the contractor Responsible Organisations (RO) requiring accreditation, the roles their workforce members will perform during the Games and the venues and zones they will need to access. This information is then used to develop the workforce accreditation access entitlements matrix (refer to section 4.1.4. Workforce – general processes and considerations).
2	An Accreditation Manual and related materials are sent to each RO.
3	Each RO completes the Responsible Organisation Undertaking (ROU) and requests a user account for online application for the accreditation system.
4	Each RO collects all required personal information and photographs from its workforce.
5	Each RO completes and submits application for accreditation forms through the accreditation online system, including venue selection for each applicant (for one-part passes only).
6	The Accreditation area confirms data validity and facilitates security risk assessments.
7	The Accreditation area provides each RO the list of contractor workforce duly registered in the accreditation system and their accreditation category/function/access entitlements. Clarification/resolution of any outstanding data and photograph issues are sought at this point (“data review process”).
8	The Accreditation area schedules dates and times with each RO for their workforce to visit the UAC to collect their OIACs.
9	OIACs are issued and validated (“real-time badging”) at the UAC.

The OCOG may choose to issue PVCs to selected contractors’ populations to ease the burden on the UAC and provide flexibility to ROs on when and where they may send their workforce to complete the validation process. If the OCOG provides this option, then consideration should be made to the opening dates and times of the VAOs to allow contractors to complete validation before venue security lockdowns.

4.1.4. Workforce – general processes and considerations

Development process for workforce accreditation entitlement matrix

Step	Description
1	The Accreditation area engages with every OCOG area to identify and understand the entitlements (zone and venue access, one- or two-part card, etc.) that need to be linked to each of their staff, volunteers' and contractors' functions.
2	The Accreditation area collates the requests and discusses them with the venue zone owners for approval via one-to-one meetings. Each zone owner approves the following access entitlements: <ul style="list-style-type: none"> • Sport: BLUE, 2 • Press Operations: 4, MPC • OBS: 5, IBC, Mountain Broadcast Centre (in Winter Games) • Protocol/Olympic Family Services: 6, OFH • Event Management: RED, additional competition venues • Villages Management: OLV, R
3	Zone owners approve/decline requests.
4	The Accreditation area informs the results to the respective OCOG area.
5	In case of unexpected results, the respective OCOG area discusses directly with the zone owner(s) as needed within a set timeframe.
6	The Accreditation area imports the results of the zone owner approvals into accreditation system.

Production and management of workforce upgrade cards

Workforce upgrade cards shall be issued for two purposes:

- Zone-specific upgrade cards:
 - issued to:
 - zone owners: Sport, Press Operations, OBS, Protocol/Olympic Family Services, Event Management, Villages Management – upgrade cards with access rights to their respective zones within each venue;
 - venue owner areas: Villages Management (OLV), Press Operations (MPC) and Olympic Family Services (OFH) – upgrade cards with access rights to their respective non-competition venues (note that this type of upgrade card is not issued for the IBC); and
 - Main Operations Centre (MOC) and Technology Operations Centre (TOC) – upgrade cards for emergency purposes with access to all venues;
 - issued on a venue or precinct/zone basis;
 - quantity of upgrade cards per venue to be determined by zone owner areas with oversight by Event Management area, based on operational needs, capacity of the zone, size/complexity of the venue, etc.;
 - intended for use for temporary access to zones within a venue – zone/venue owner areas are responsible for the management of upgrade cards for their zone/venue (temporary access to venues should in principle be managed with a day pass) and for retrieving the upgrade card from the user once the need has been satisfied.



Process description – zone owner upgrade cards

Step	Description
1	<p>The Accreditation area collects zone owner upgrade card requests for individual zones at each venue and/or venue-specific upgrades (requests should be submitted by each area centrally and not by each venue team).</p> <ul style="list-style-type: none"> • Sport: BLUE, 2 • Press Operations: 4, MPC • OBS: 5 • Protocol/Olympic Family Services: 6, OFH • Event Management: RED • Villages Management: OLV, R
2	The Accreditation area produces upgrades and delivers them to the zone owners.
3	Zone owners distribute the upgrades to each event area manager who will manage the use of upgrades at Games time.

- Two-part card upgrades:
 - issued to:
 - workforce organisations with workforce members accredited with a two-part card; and
 - selected OCOG areas with large numbers of small contractor organisations whose workforce are accredited with a two-part card (e.g. Event Infrastructure area)
 - issued on a venue or precinct basis (in principle two-part card upgrades should not be issued with the ‘ALL’ entitlement or IBC);
 - quantity of upgrade cards per venue is based on headcount requirements per shift, with sufficient quantity to cover shift changeovers (for clarity, upgrade cards must not be issued in quantities equal to the overall number of staff working at a particular venue during the Games; upgrade cards must not be issued permanently to individuals with a two-part card);
 - access entitlements on the upgrades produced should reflect the operational needs of the organisation that has been issued the cards. Approval of these cards goes through the process of the workforce accreditation entitlement matrix;
 - organisations are responsible for the daily issuance and return of upgrade cards at the start and end of shifts – upgrade cards should be distributed to workforce members before entering the venue secure perimeter (issuance and return is recommended to be part of shift check-in/out procedures).

The OCOG shall not produce, in principle, additional upgrades in case of loss or theft, but should deactivate such upgrades.

Process description – two-part card upgrades

Step	Description
1	The Accreditation area collects two-part card upgrade requests from each RO
2	Relevant areas validate the quantity and type of upgrade cards for each venue, based on expected headcount and shift plans (cross reference to Event Operations Plan [EOP] dot planning exercise and contractual headcount/shift details)
3	The Accreditation area produces the upgrades and delivers them to the RO or to the respective areas for onward distribution to the RO
4	RO arranges the daily issue and return of upgrade passes outside the venue secure perimeters.

4.2. Accreditation process – Olympic family

This section outlines the accreditation processes for each of the Olympic family populations.

4.2.1. Press

The accreditation process for press (“E”) categories has two phases – “Press by Number” and “Press by Name”. The tables below outline the different aspects and steps of the press accreditation process. Refer also to the IOC’s Press Accreditation Strategic Plan.

Press by Number – NOCs

Step	Description
1	The IOC, with the IOC Press Accreditation Allocation Working Group, determines the overall quotas of press category accreditations to be allocated to each NOC. This includes the NOC E /NOC Es press attaché accreditation category.
2	The IOC informs each NOC of its press category accreditation quotas according to the Master Schedule (MS).
3	OCOG Accreditation area provides NOCs with “Press by Number Accreditation” form (usually in a Microsoft Excel format) and related materials. OCOG Press Operations area also provides NOCs with additional press services materials related to accommodation, rate card, etc.
4	NOCs allocate press accreditation quota to media organisations from within their territory and share the accommodation/rate card, etc. information with each organisation. NOCs complete the “Press by Number Accreditation” form and return to the OCOG.
5	NOCs communicate to IOC Media Operations any requests for additional accreditation quotas or changes to category distribution. IOC Media Operations communicates any approved changes to the OCOG.
6	NOCs communicate any subsequent changes to the allocation of press accreditation quotas to the OCOG, on approval from IOC Media Operations.

Press by Number – IOC-recognised international agencies, international news organisations, and IF staff journalists and photographers

Step	Description
1	The IOC, through liaison with each organisation, determines the quotas of press category accreditations to be allocated to each organisation.
2	The IOC informs each organisation of its press category accreditation quotas, and shares contact details and quotas with the OCOG.
3	OCOG Press Operations area provides each organisation with additional press services materials related to accommodation, rate card, etc.



Press by Number – sport specialists (Summer Games only)

Step	Description
1	The IOC determines the overall quotas of sport specialist “Es” and “EPs” category accreditations for sport specialist media organisations, which are available for selected IFs only. These are mainly allocated for sports whose competitions are located in co-host cities (for example, football, sailing, etc.).
2	The IOC liaises with the relevant IFs to identify sport-specialist journalists and photographers that have been unable to secure accreditation from their respective NOC’s quota.
3	OCOG Accreditation area provides the selected IFs the “Press by Number Accreditation” form and related materials one month before the end of the Press by Number deadline for the press. OCOG Press Operations area also provides these IFs additional press services materials related to accommodation, rate card etc.
4	The selected IFs allocate their press accreditation quota to their sport specialist media and distribute the press publications. IFs complete the “Press by Number Accreditation Form” and return it to the OCOG one month after the Press by Number deadline for the press.
5	The selected IFs communicate to IOC Media Operations any requests for additional accreditation quotas or changes to category distribution. IOC Media Operations communicates any approved changes to the OCOG.

Press by Number – electronic non-rights-holding organisations

Step	Description
1	The IOC determines the overall quotas of “ENR” category accreditations to be allocated to non-rights-holding television and radio broadcast organisations.
2	The IOC opens the online application system (on the IOC website) for non-MRHs to submit requests for accreditation.
3	IOC provides the OCOG the details of approved organisations.
4	OCOG Press Operations area provides each organisation the press services materials related to accommodation, rate card, etc.



Press by Number – local journalists and photographers (“Ex”, “EPx” categories) (Summer Games only)

Step	Description
1	The OCOG and Host NOC propose the quota of “Ex” and “EPx” accreditation per venue and present to the IOC for approval.
2	The OCOG provides the Host NOC a custom version of the “Press by Number Accreditation” form for “Ex” and “EPx” categories.
3	The Host NOC allocates press accreditation quota to local media organisations relevant to each local venue and shares the accommodation/rate card, etc. information with each organisation. The Host NOC completes the “Press by Number Accreditation” form and returns it to the OCOG.

Press by Name – NOCs

The NOCs are responsible for completing the accreditation process on behalf of all media organisations/individuals to whom they allocated accreditation quota in the Press by Number phase.

Step	Description
1	OCOG sends Press by Name Accreditation Manual and related materials to each NOC.
2	NOC completes ROU and requests user account for online application for accreditation system.
3	NOC collects all required personal information and photographs from media organisations/representatives to whom the NOC allocated accreditation in the Press by Number phase.
4	NOC completes and submits “Application for Accreditation” forms through the OCOG online system within the agreed deadline.
5	OCOG confirms data validity and facilitates security risk assessments and visa/entry authorisations. OCOG validates compliance with Press by Number quotas.
6	OCOG prints PVCs of the fully registered delegation members and sends to NOC.
7	NOC distributes PVCs to individual media organisations/representatives before travel to the Host Country of the Games.
8	The bearer of the PVC proceeds to a validation counter or an accreditation centre or the participant is invited to collect their accreditation from an accreditation centre.
9	Accreditation is issued and validated or 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.

Press by Name – directly accredited press organisations

All non-NOC media organisations allocated “E” category accreditations in the Press by Number phase are responsible to complete the Press by Name phase directly with the OCOG. This applies to IOC-recognised international agencies, IF staff journalists and photographers, certain IFs with sport-specialist quotas, non-MRHs and other international news organisations (collectively “directly accredited press organisations”).



Step	Description
1	OCOG sends Press by Name Accreditation Manual and related materials to each RO.
2	RO completes ROU and requests user account for online application for the accreditation system.
3	RO collects all required personal information and photographs from its representatives who will receive accreditation.
4	RO completes and submits “Application for Accreditation” forms through the OCOG online system within the agreed deadline.
5	RO confirms data validity and facilitates security risk assessments and visa/entry authorisations. OCOG validates compliance with Press by Number quotas.
6	OCOG prints PVC of the fully registered delegation members and sends to the RO.
7	RO distributes PVCs to each individual before travel to the Host Country of the Games.
8	The bearer of the PVC proceeds to a validation counter or accreditation centre or the participant is invited to collect their accreditation from an accreditation centre.
9	Accreditation is issued and validated or 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.

4.2.2. NOCs

Step	Description
1	OCOG sends Accreditation Manual and related materials, including the “NOC Conditions of Participation” form, to each NOC.
2	NOC completes ROU and requests user account for online application for accreditation system.
3	NOC collects all required personal information and photographs from potential delegation members (the “long list”).
4	NOC arranges distribution of “NOC Conditions of Participation” forms to all potential delegation members and gathers the signed hard-copy forms. NOC sends completed hard-copy forms (with countersignatures as required) to the OCOG Accreditation area (or provides them during pre-DRMs or pre-Games visits to the Host Country).
5	NOC completes and submits “Application for Accreditation” forms through the OCOG online system within the agreed deadline.
6	OCOG confirms data validity and facilitates security risk assessments and visa/entry authorisations.
7	OCOG and NOC schedule pre-DRM to review applications submitted, resolve outstanding issues, discuss/adjust any category and venue access changes, determine “knife and fork” entitlement requirements for populations not automatically entitled and to cancel applications no longer required to reduce the size of the “long list”.
8	OCOG prints PVCs of the fully registered delegation members and sends to NOC.
9	NOC distributes PVCs to delegation members before travel to the Host Country of the Games.

Step	Description
10	NOC continues to refine and, if applicable, finalise (at the D-DRM) its delegation's accreditation needs with the OCOG.
11	OCOG and NOC confirm eligibility of all delegation members at the F-DRM. Any outstanding "NOC Conditions of Participation" forms are provided to the OCOG Accreditation area at the F-DRM.
12	The bearer of the PVC proceeds to a validation counter or accreditation centre or the participant is invited to collect their accreditation from an accreditation centre (only after completion of the respective NOC's F-DRM).
13	Accreditation is issued and validated or 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.

Refer to section [1.6.1. Nominative transferable cards](#) for details of the transferable accreditation process for relevant categories.

Delegation Registration Process (DRP)

The Delegation Registration Process (DRP) is the overall process by which an NOC registers its delegation to the Olympic Games and is comprised of pre-DRMs, Digital DRMs (D-DRM) and Final DRMs (F-DRM).

An online pre-DRM is held soon after the deadline for applications for accreditation to resolve as many issues as possible before the production/dispatch of PVCs, thereby facilitating the D-DRM and F-DRM.

The following elements are finalised in these meetings:

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

A D-DRMs (online) is organised before the arrival of the NOC in the Host City to address any issues unresolved during the pre-DRM or to complete sport entries and accreditations tasks if possible. F-DRMs are held between OCOG representatives and the Chef de Mission of each NOC on arrival at the Olympic Village.

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

The process is organised by the OCOG, and must be finalised by the day prior to the opening ceremony.

Further details about the DRP (and pre-DRMs, D-DRMs, F-DRMs) can be found in the [Olympic Games Guide on NOC and NPC Services](#).

Dignitary accreditation requests

Accreditation in the NOC international dignitary categories (Sovereign, HOS, HOG and Sport Minister) may only be granted to the holder of the relevant office at the time of the Games.

Before applications for accreditation can be submitted in these categories, NOCs are required to submit a Dignitary Accreditation Request Form (DARF) to the OCOG for review and approval by the OCOG Dignitary Services team, the IOC and relevant Host Country government department (e.g. ministry of foreign/external affairs).

NOC delegation size calculator

The number of OIACs available to each NOC is determined using the NOC Delegation Size Calculator, frequently called “Estimated Team Size (ETS)” or “Rule 38” calculator.

The calculator determines the number of OIACs in each category/population according to the number of athletes in each discipline. It is developed among the OCOG NOC Services, Accreditation and Sport Entries teams, and approved by the IOC. The calculations are based on the information outlined in chapter [7. Team officials](#) and section [8.4. National Olympic Committee categories](#).

4.2.3. IFs (including International Technical Officials), broadcasters, Marketing Partners (excluding workforce) and other Olympic Family organisations

Refer to section [4.1.3. OCOG contractors and service provider](#) for workforce of OCOG Marketing Partners.

Step	Description
1	The IOC (with OBS for MRHs) determines accreditation quotas/entitlements for each RO and informs the OCOG.
2	OCOG sends Accreditation Manual and related materials to each RO. The “IF Conditions of Participation” is sent to the IFs.
3	RO completes ROU and requests user account for online application for the accreditation system.
4	RO collects all required personal information and photographs from delegation members.
5	[IFs only] IF arranges distribution of “IF Conditions of Participation” forms to all delegation members and gathers the signed hard-copy forms. IF sends completed hard-copy forms to OCOG Accreditation area (or provides them during pre-Games visits to the Host Country).
6	RO completes and submits “Application for Accreditation” forms through the OCOG online system within the agreed deadline.
7	OCOG confirms data validity and facilitates security risk assessments and visa/entry authorisations.
8	OCOG provides each RO with a list of registered delegation members and their accreditation category/function/access entitlements; and asks the RO for clarification/resolution of any outstanding data and photograph issues (“data review”).
9	OCOG prints PVCs of the registered delegation members and sends to the RO.
10	RO distributes PVCs to delegation members before travel to the Host Country of the Games.

11	The bearer of the PVC proceeds to a validation counter or accreditation centre or the participant is invited to collect their accreditation from an accreditation centre.
12	Once the PVC is validated at a validation counter or accreditation centre it becomes an OIAC. The accredited person attains access to all rights granted by the OIAC.

Refer to section [1.6.1. Nominative transferable cards](#) for details of the transferable accreditation process for relevant categories.

4.2.4. TOP Partners (workforce populations)

Step	Description
1	<p>TOP Partner and relevant OCOG areas align on operational staffing plans for IOC review. OCOG provides template for TOP Partner to populate (quantities, titles, venue/zone access, etc.). The IOC supports issue resolution as required.</p> <p>On final quota/access approval (between TOP Partner, relevant OCOG area and IOC), TOP Partner provides information to the OCOG Accreditation area for accreditation system configuration.</p>
2	OCOG sends Accreditation Manual and related materials to each RO.
3	RO completes ROU and requests user account for online application for accreditation system.
4	RO collects all required personal information and photographs from delegation members.
5	RO completes and submits application for accreditation forms through the OCOG online system, including venue selection for each applicant (one-part passes only).
6	OCOG confirms data validity and facilitates security risk assessments and visa/entry authorisations.
7	OCOG provides each RO the list of registered delegation members and their accreditation category/function/access entitlements; and asks the RO for clarification/resolution of any outstanding data and photograph issues (“data review”).
8	OCOG and each RO determine number of personnel to receive their accreditation at the UAC (“real-time badging”) and number of personnel requiring PVCs (for entry into Host Country and/or intending to validate at airport validation counters or other accreditation centres)



Step	Description	
	UAC process	PVC process
9	OCOG schedules dates and times with each RO for their staff to visit the UAC to collect their OIAC.	OCOG prints PVCs and sends to RO.
10	Accreditation is issued and validated (“real-time badging”) at the UAC. The accredited person attains access to all rights granted by the OIAC.	RO distributes PVCs to delegation members before travel to the Host Country of the Games.
11	---	The bearer of the PVC proceeds to a validation counter or accreditation centre or the participant is invited to collect their accreditation from an accreditation centre.
12	---	Accreditation is issued and validated or 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.

4.2.5. OCOG guests

The OCOG Dignitary Services team is responsible for the application for accreditation process for all OCOG category executives, dignitaries and guests.

Step	Description
1	OCOG Dignitary Services team prepares the Domestic Dignitary Strategic Plan, including proposed/requested number/type of accreditations in each category, and shares it with the IOC for approval.
2	OCOG Accreditation area shares Accreditation Manual and related materials with OCOG Dignitary Services team.
3	OCOG Dignitary Services team completes ROU and requests user account(s) for online application for accreditation system.
4	OCOG Dignitary Services team, in collaboration with the OCOG executive, formally invites dignitaries and guests to receive accreditation for the Games. In some cases, invitations may be handled by the OCOG’s government delivery partners.
5	OCOG Dignitary Services teams collect all required personal information and photographs from dignitaries and guests. In some cases, this may be arranged with the assistance of the OCOG’s government delivery partners acting as intermediaries.
6	OCOG Dignitary Services team completes and submits “Application for Accreditation” forms through the OCOG online system.
7	OCOG confirms data validity and facilitates security risk assessment.
8	OCOG Accreditation area provides OCOG Dignitary Services team with list of registered delegation members and their accreditation category/function/access entitlements; and asks for clarification/resolution of any outstanding data and photograph issues (“data review”).

9	OCOG Accreditation area prints PVCs and provides them to OCOG Dignitary Services team.
10	RO distributes PVCs to guests and dignitaries (via OCOG government delivery partners where relevant).
11	The bearer of the PVC proceeds to a validation counter or accreditation centre or the participant is invited to collect their accreditation from an accreditation centre.
12	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.

4.2.6. National Technical Officials (NTO)

The [Olympic Games Guide on Sport](#) outlines the role of National Technical Officials (NTO) and the services to be provided to them.



Olympic Summer Games

For the Olympic Summer Games, NTOs are usually accredited in either the “J” category or as OCOG workforce and are appointed by the respective National Federation (NF) in consultation with the OCOG and IF, but the IFs are not responsible for the application for accreditation process.

The OCOG Sport area is responsible for the application for accreditation process for NTOs and may be supported by the NFs if appropriate. The OCOG Sport area (or NF) acts as an RO and the same general accreditation process as outlined in section [4.2.3 IFs \(including International Technical Officials\), broadcasters, Marketing Partners \(excluding workforce\) and other Olympic Family organisations](#) is to be followed (including “Conditions of Participation” forms).



Olympic Winter Games

For the Olympic Winter Games, NTOs are usually accredited in the “OCOG” workforce category (Sport area) and are appointed by the OCOG.

If the NTOs are considered as volunteers, the same general accreditation process as outlined in section [4.1.1. OCOG volunteers](#) is to be followed.

If the NTOs are considered as individual contractors, then the OCOG Sport area (or NF if relevant) acts as an RO, and the same general accreditation process as outlined in section [4.1.3. OCOG contractors and service providers](#) is to be followed.

In both cases, the zone access should be limited to zones Blue and 2 in line with the entitlements of “J” category for the International Technical Officials.

Arrangements regarding the “Conditions of Participation” forms should be discussed between the OCOG and IOC Legal.

4.2.7. Olympic family – general processes and considerations

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.



Disputes

Should problems arise between the OCOG and an RO that neither party is able to resolve satisfactorily, the IOC will intervene and make the final decision.

4.3. Application for Accreditation forms

Form design approval

Production of paper/PDF “Application for Accreditation” forms is not necessary as all applications should be submitted by ROs through the OCOG’s online accreditation system. The design and layout of all “Application for Accreditation” forms in the online accreditation system 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 RO;
- accreditation number (automatically issued on application submission);
- family name(s);
- given name(s);
- preferred name to be printed on the OIAC;
- date of birth;
- nationality;
- all other personal data required by the Host Country for security checking and visa entry procedures;
- category and function; and
- signature of authorised person and stamp of the RO (required only on the ROU).

Additional data

The following forms must request the following additional information:

Category	Additional information required
Aa, Ap, NOC (chaperone), NOC (horse owner), NOC (non-competing candidate for election to the IOC Athletes’ Commission)	Discipline
Ao	Discipline(s)
P	Discipline
J	Discipline
IOC**, IF**, NOC**, OCOG**, OC**, TOP**, B**	Name of the person entitled to invite the guest
E, Es, EP, EPs, ET, Ec, ENR, Ex, EPx	Name of the media organisation
RTa, RTb, RTc, RTh	Name of the media organisation
OCOG	Name of the employer organisation

4.4. Accreditation publications

Application for Accreditation Manual

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

The text and layout of all RO manuals are to be submitted to the IOC for approval according to the MS.

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;
- dates for issuance of cards to RO(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 damaged, 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/pocket guide 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 damaged, lost or stolen cards; and
- procedure for transferable cards.

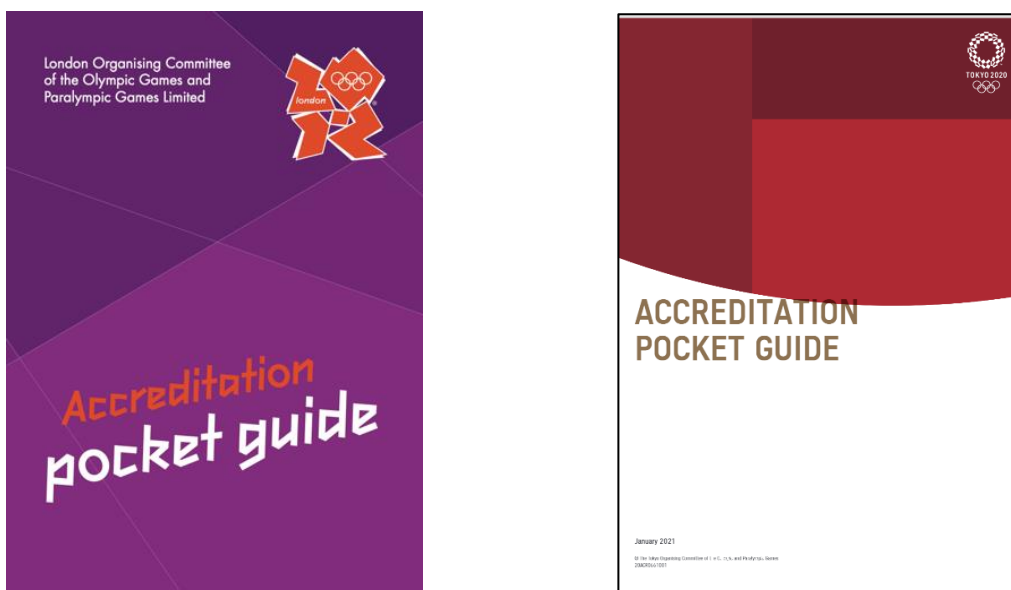


Figure 16: Accreditation Pocket Guides, Olympic Games London 2012 and Tokyo 2020

5. ACCREDITATION FACILITIES

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

5.1. Accreditation facilities and services

Types of accreditation facilities

There are three main 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 accredited person'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.

Lost or stolen accreditation cards

Any person who has lost or had a card stolen needs to go to an accreditation centre and fill out a “Lost Card Declaration”.

Approval usually needs to be obtained from the RO before a replacement card can be issued.

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 can be accredited at validation counters instead of at accreditation centres.

This will assist the OCOG in minimising traffic flows at the accreditation centres and provide 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

Any participants who do not have their PVC or are not able to be accredited will be directed to visit the designated or relevant accreditation centre for issuing their OIAC and/or for 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 sufficient processing stations where cards are produced or validated; in larger accreditation centres, especially the UAC, it is usually appropriate to separate areas/stations for “Check-In”, “Photo Capture” and “Card Production/Distribution”;
- area(s) where problematic cases can be presented to and resolved by competent Accreditation personnel (“Help Desk”), 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
Broadcasters, written press and photographers and other media	Near IBC and MPC (and MBC in Olympic Winter Games)
NOCs (athletes and team officials)	Near or on perimeter of the Olympic Village(s)
Games workforce	Territory of the host city/region with easy access to public transport





Staffing 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 workforce 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.

Games-time operations

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 the agreement of the IOC, OBS or OCOG zone owner;
- replacing damaged, lost or stolen 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 and Accreditation Centre (UDAC or UAC). This practice has proven 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 (VAO)

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. VAOs may also offer validation and card production services for Games participants.

Day passes and IF guest 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 secure perimeter and be easily accessible by anyone who does not have the required venue access right.

Staffing 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.

6.1. Accreditation Card Operating System (ACOS)

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 (BOH), general circulation areas (Front of House [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 (excluding seating entitlement)
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 OIAC 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

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.

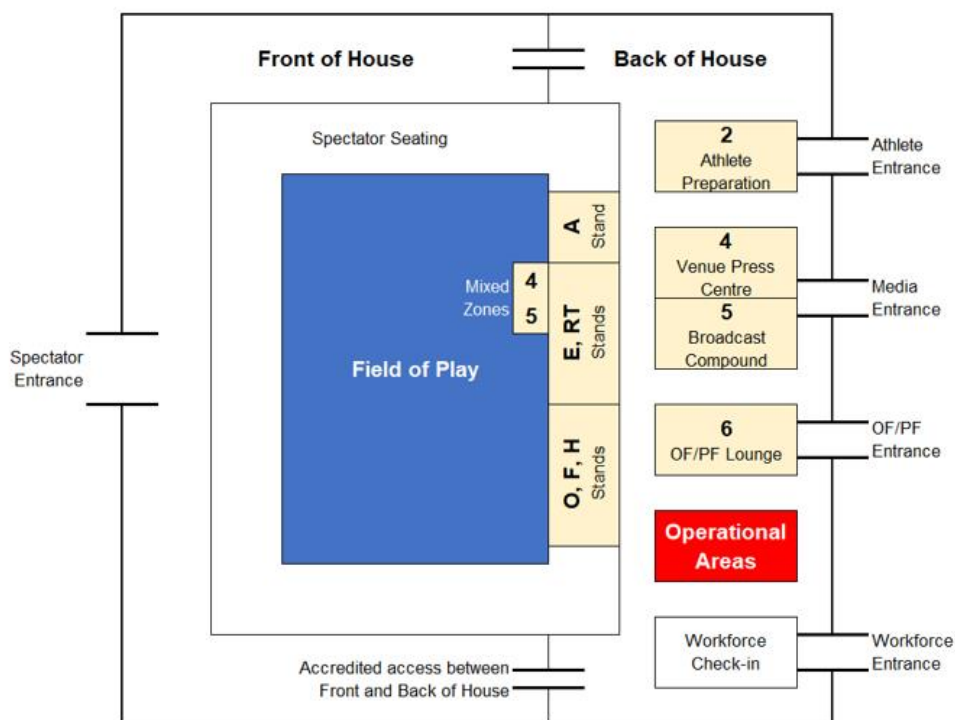


Figure 17: ACOS design of a generic venue

Access control boards

All venue perimeter Accreditation Check Points (ACP) and Zone accreditation Check Points (ZCP) should have an access control board indicating the entitlements that will allow the OIAC holder to access.

Boards at selected ZCPs should also indicate any SACDs that may be required for selected populations.

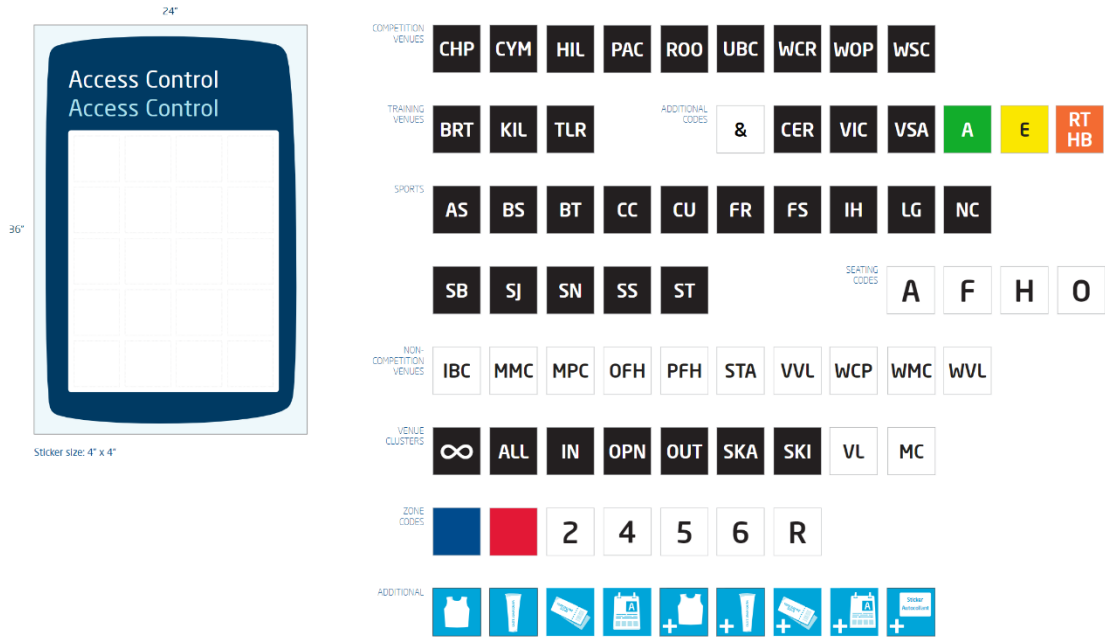


Figure 18: Access control board codes and design, Olympic Winter Games Vancouver 2010



Figure 19: Access control board, Olympic Winter Games Vancouver 2010

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);
- sport presentation (if on FOP) and
- Timing & Scoring (T&S) (if on FOP).

Zone RED - Administrative and operational areas

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

Zone WHITE - Accredited persons' circulation areas

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

Example

At previous Games, Event Management was located in the circulation area (WHITE) 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 to easily access the Event Management team.

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 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;
- television camera positions;
- Broadcast Information Office (BIO);
- commentary booths/RT Stands; and
- mixed zone (broadcast area).

Zone 6 - Olympic family hospitality areas

- Olympic family lounge; and
- Olympic family stands (for operational workforce only).

For clarity, spaces allocated to ticketed hospitality should be located FOH (non-accredited).

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.

7.1. Team officials – general conditions

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(s) and for the administrative, 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.

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;
- athlete welfare;
- entries;
- accommodation;
- transport;
- equipment;
- clothing;
- communications;
- security; and
- press/media relations.

Ao - Welfare Officer

The Welfare Officer accreditation has been created to better serve the NOC delegation members regarding mental health issues and safeguarding.

The Welfare Officer selected by NOCs for this accreditation must be a licenced/registered mental health practitioner who can support their NOC delegations in mental health and address athlete safeguarding/prevention of harassment and abuse in sport issues.

Access and entitlements

- Not counted as a part of the total NOC delegation size therefore, this position will not affect NOC entitlements such as NOC spaces at the Olympic Villages, NOC dedicated vehicles, NOC Assistants, etc
- Will have full access to the Olympic Villages however will not be allocated a bed there. They are permitted to stay at the Olympic Village if the NOC chooses to accommodate them within the NOC allotment.
- Can access village dining at NOC cost.
- Will not be considered part of the calculation for either a single or ALL venue access.
- Accreditations are non-transferable and are excluded from the base number for transferable accreditation transactions.

Quota calculation

The number of accreditations available are as per the following table:

NOC delegation size	Quota*
0 – 49	1
50 – 149	2
150 +	3**

* Any individual who has successfully completed the IOC diploma in Mental Health in Elite Sport is eligible to receive a Welfare Officer accreditation from their NOC as an additional quota

** Contingent on the NOC having athletes in multiple villages.

NOC - Chaperone

The Chaperone accreditation has been created to assist NOCs to supervise their young athletes. The accreditation is available for each entered athlete that is under the age of 16 years at the closing ceremony.

Access and entitlements

- Will have full access to the Olympic Villages however will not be allocated a bed there. They are permitted to stay at the Olympic Village if the NOC chooses to accommodate them within the NOC allotment.
- Can access village dining at NOC cost.

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.



Other personnel (Summer only)

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

- groom;
- veterinarian; and
- caddy.







Personal coaches (Summer only), support personnel and training partners

Personal coaches (Summer only), support personnel and training partners are not part of the NOC's delegation. Refer to section [7.3.3. Personal coaches, support personnel and training partners \("P" category\)](#) for the Terms and Conditions (T&C) 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
Welfare Officer	Ao
 Groom (Summer only)	Ao
 Veterinarian (Summer only)	Ao
 Caddy (Summer only)	Ao
 Personal coaches, support personnel and training partners (Summer only for P training partners)	P

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 criteria outlined in this chapter), 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(s) 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.



7.2. Team officials' quotas – Olympic Winter Games

The content of this section will be updated for the Olympic Winter Games Milano Cortina 2026 after the completion of the Olympic Games Paris 2024.

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

7.2.1. Delegation leadership (“Ac” category)

Each NOC is allocated the following accreditations in the Ac category:

- one (1) Chef de Mission;
- one (1) Deputy Chef de Mission for delegations comprising 40 or more athletes;
- a second Deputy Chef de Mission for delegations comprising 80 or more athletes; and
- one (1) Olympic Attaché (not included in the calculation of Olympic Village bed spaces).

The Chef de Mission and Deputy Chefs de Mission are entitled to eat in the Olympic Village dining halls at all times. NOCs may purchase the “knife and fork” entitlement for the Olympic Attaché.

Multi-village delegation leadership

An NOC 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/discipline.

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.

7.2.2. Team officials (“Ao” category)

Primary Team Officials (Rule 38)

The calculation of the overall number of “Ao” category Primary Team Officials (PTO) for each NOC is established by the IOC EB in accordance with the provisions of Rule 38 of the Olympic Charter. The number is calculated according to the following:

- one team official for each discipline in which male competitors have been duly entered;
- one team official for each discipline in which female competitors have been duly entered; and
- the number of officials corresponding to the total number of athletes that have been duly entered according to the [“Olympic Winter Games Rule 38 Calculation Table”](#).

The number of PTOs is used to calculate the bed space allocation in the Olympic Village(s) for each NOC. Various other entitlements such as the numbers of NOC dedicated vehicles, number of Olympic Village guest passes, etc. are also based on the number of PTOs according to the above calculation (i.e. Additional Team Officials [ATO] are not considered to calculate other non-accreditation-related entitlements).

All PTOs are entitled to eat in the Olympic Village dining halls at all times (“knife and fork” entitlement).

Additional Team Officials (ATO)

NOC delegations whose PTO 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 up to a maximum equal to the difference between the number of athletes and the number of PTOs.

ATO accreditations are not available for NOCs whose PTO quota is already greater than 100 per cent of the number of athletes.

The ATOs will not be part of the bed allocation process in the Olympic Village(s). It will be recognised that the NOC can allocate its bed spaces as it sees fit among those accredited in the “Ao” category. The OCOG will provide additional accommodation at a fee should the NOC want to house its ATOs outside the village.

If ATOs 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.

Extra-quota officials



For Olympic Winter Games with multiple Olympic Villages, to facilitate NOCs’ operations, it is necessary to provide extra quota (“ex-quota”) of ATO accreditations to NOCs that have athletes in the main Olympic Village and in at least one satellite village. These accreditations are not counted as part of the overall delegation when determining entitlements (e.g. number of beds in the village, NOC Assistants, etc.). The venue(s) access entitlements for these officials are tied to the sports serviced by the respective satellite village.

The following table should be used to calculate the numbers of ex-quota accreditations granted to each eligible NOC.

Athletes in each satellite village	Extra quota Additional Team Officials
1-5	1
6-10	2
11-15	3
16-20	4
21+	5

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 calculations outlined above.

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% (rounded up)	<ul style="list-style-type: none">all competitions venues at which the NOC participates; andOlympic Villages	<ul style="list-style-type: none">2, BlueR
75% (rounded down)	<ul style="list-style-type: none">venue(s) for 1 participating discipline or sport; andOlympic Villages.	<ul style="list-style-type: none">2, BlueR

Transferable team official accreditations

All “Ao” category accreditations (PTOs and ATOs) are transferable. The PTO and ATO calculations outlined above indicate the maximum number of “Ao” category team officials that may be accredited at any point in time during the Games.

NOCs may transfer the right to accreditation from one team official to another team official during the Games, i.e. the team official being transferred out (departing) will have their OIAC cancelled and the person being transferred in (arriving) will then be able to validate their PVC.

Transfers in the “Ao” category will be managed on a pool basis as long as the maximum team official quota and the number of transfer transactions are not exceeded.

The number of transfer transactions for the Olympic Winter Games is 50 per cent of the total “Ao” accreditations to which the NOC is entitled (PTOs and ATOs), multiplied by two.

During the F-DRM, the NOC must identify the first group of team officials that can be validated; all other team officials remaining after cancellations will form the “pool” for future transfers. In principle, the number of team officials in the “pool” should not exceed the number of transfer transactions.

Requests for transfers should be submitted to the OCOG Accreditation team online or in person at the Village Accreditation Centre no later than the day before the transfer is required. A deadline time will be agreed between the OCOG and IOC.

The access requirements (except the sport access) and entitlements of the departing team official and the arriving team official should be the same (i.e. all-sport to all-sport or single-sport to single-sport, and dining to dining or no dining to no dining).

NOCs will not be allowed to request accreditation transfers of “Ao” category accreditations to sports/disciplines in which they do not have athletes participating, or to sport/disciplines in which the NOC’s athletes have finished competition.

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	113 - 116	1	2	36	39
5 - 9	1		2	3	117 - 120	1	2	37	40
10 - 14	1		5	6	121 - 124	1	2	38	41
15 - 19	1		7	8	125 - 128	1	2	39	42
20 - 24	1		10	11	129 - 132	1	2	40	43
25 - 28	1		12	13	133 - 136	1	2	41	44
29 - 32	1		13	14	137 - 140	1	2	42	45
33 - 36	1		15	16	141 - 144	1	2	43	46
37 - 40	1		17	18	145 - 148	1	2	44	47
41 - 44	1	1	18	20	149 - 152	1	2	45	48
45 - 48	1	1	19	21	153 - 156	1	2	46	49
49 - 52	1	1	20	22	157 - 160	1	2	47	50
53 - 56	1	1	21	23	161 - 164	1	2	48	51
57 - 60	1	1	22	24	165 - 168	1	2	49	52
61 - 64	1	1	23	25	169 - 172	1	2	50	53
65 - 68	1	1	24	26	173 - 176	1	2	51	54
69 - 72	1	1	25	27	177 - 180	1	2	52	55
73 - 76	1	1	26	28	181 - 184	1	2	53	56
77 - 80	1	1	27	29	185 - 188	1	2	54	57
81 - 84	1	2	28	31	189 - 192	1	2	55	58
85 - 88	1	2	29	32	193 - 196	1	2	56	59
89 - 92	1	2	30	33	197 - 200	1	2	57	60
93 - 96	1	2	31	34	201 - 204	1	2	58	61
97 - 100	1	2	32	35	205 - 208	1	2	59	62
101 - 104	1	2	33	36	209 - 212	1	2	60	63
105 - 108	1	2	34	37	213 - 216	1	2	61	64
109 - 112	1	2	35	38	217 - 220	1	2	62	65

Should an NOC's delegation contain more than 220 athletes, the number of team officials shall increase by one (1) for every additional four (4) athletes (e.g. 221-224 athletes = 63 officials; 225-228 athletes = 64 officials, etc.).



7.2.3. Ice Hockey training partners (“At” category)

The IOC allows access to specific venues for ice hockey training partners for the Olympic Winter Games using “At” accreditations allocated to each NOC.

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

Access

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

These “At” accredited personnel have the right to a bed at the Olympic Village, access the dining hall, the athlete transport (T-A) system and their own sport venues.

Quotas

The following table outlines “At” accreditation quotas for NOCs and conditions.

5%1 #8

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

7.2.4. Bobsleigh alternate athletes (“Ap”)



The IOC allows access to specific venues for bobsleigh alternate athletes for the Olympic Winter Games using “Ap” accreditations allocated to each NOC.

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

Access

The “Ap” accreditations for NOCs are to be used for alternate athletes and can only be transferred to the “Aa” athletes they are replacing.

These “Ap” accredited personnel have access to the Olympic Village, the athlete transport (T-A) system and their own sport venues. Access to the dining hall can be purchased for alternate athletes.

Quotas

The following table outlines “Ap” accreditation quotas for NOCs and conditions.

5%1 #8

Bobsleigh

Number of crews qualified per NOC		Athlete quota per NOC	Ap alternate athletes’ quota
Two-man	Four-man		
1	0	2	1
2	0	4	1
3	0	6	2
0	1	4	1
0	2	8	1
0	3	12	2
1	1	4	1
2	1	5	1
3	1	6	2
1	2	8	1
2	2	8	1



Number of crews qualified per NOC		Athlete quota per NOC	Ap alternate athletes' quota
Two-man	Four-man		
3	2	9	2
1	3	12	2
2	3	12	2
3	3	12	2

7.2.5. Equipment technicians

In certain sports, an athlete's performance and/or safety can be critically affected by very sophisticated equipment that 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. Additional equipment technicians that are managed through the World Federation of the Sporting Goods Industry (WFSGI) are there to support athlete preparations and are to be provided access to athletes, mainly at training venues. This support should be handled similarly to the athlete uniform programme managed by the WFSGI.



7.3. Team officials' quotas – Olympic Summer Games

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

7.3.1. Delegation leadership ("Ac" category)



Each NOC is allocated the following accreditations in the Ac category:

- one (1) Chef de Mission;
- one (1) Deputy Chef de Mission for delegations comprising 50 or more athletes;
- a second Deputy Chef de Mission for delegations comprising 175 or more athletes;
- a third Deputy Chef de Mission for delegations comprising 250 or more athletes; and
- one (1) Olympic Attaché (not included in the calculation of Olympic Village bed spaces).

The Chef de Mission and Deputy Chefs de Mission are entitled to eat in the Olympic Village dining halls at all times. NOCs may purchase the "knife and fork" entitlement for the Olympic Attaché.

Multi-village delegation leadership

At Summer Games where multiple Olympic Villages are being used, and on agreement between the IOC and OCOG, provision may be made for NOCs to promote an "Ao" category accreditation to an "Ac" category Deputy Chef de Mission if the NOC has athletes residing in a village other than the main Olympic Village.

Any Deputy Chef de Mission promoted in this way will come from within the team officials' quotas stipulated in "Olympic Games Rule 38 Calculation Table" below.

7.3.2. Team officials (“Ao” category)

Primary Team Officials (Rule 38)

The calculation of the overall number of “Ao” category Primary Team Officials (PTO) for each NOC is established by the IOC EB in accordance with the provisions of Rule 38 of the Olympic Charter. The number is calculated according to the following:

5%1#8

- one (1) team official for each discipline in which male competitors have been duly entered;
- one (1) team official for each discipline in which female competitors have been duly entered; and
- the number of officials corresponding to the total number of athletes that have been duly entered according to the “Olympic Summer Games Rule 38 Calculation Table”.

The number of PTOs is used to calculate the bed space allocation in the Olympic Village(s) for each NOC. Various other entitlements such as the numbers of NOC dedicated vehicles, number of Olympic Village guest passes, etc. are also based on the number of PTOs according to the above calculation (i.e. ATOs are not considered to calculate other non-accreditation-related entitlements).

All PTOs are entitled to eat in the Olympic Village dining halls at all times (“knife and fork” entitlement).

Additional Team Officials (ATO)

NOC delegations whose PTO 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 up to a maximum equal to the difference between 55 per cent of the number of athletes (rounded up) and the number of PTOs.

ATO accreditations are not available for NOCs whose PTO quota is already greater than 55 per cent of the number of athletes.

The ATOs will not be part of the bed allocation process in the Olympic Village(s). It will be recognised that the NOC can allocate its bed spaces as it sees fit among those accredited in the “Ao” category. The OCOG will provide additional accommodation at a fee should the NOC want to house its ATOs outside the village.

If ATOs require access to the dining hall, the NOC will be charged a daily cost or will 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 ATOs’ “Ao” accreditation must be initiated by the NOC; the OCOG will not entertain any individual requests.

Medical and security personnel

There are no limits 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 calculations outlined above.

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) extra quota Ao groom accreditation will be allocated for each alternate horse entered by an NOC;



- 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.

NOCs may register and accredit more than one veterinarian however these must be accredited within the quota of ATOs.

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% (rounded up)	<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% (rounded down)	<ul style="list-style-type: none"> • venue(s) for 1 participating discipline; and • Olympic Villages. 	<ul style="list-style-type: none"> • 2, Blue • R

NOCs may allocate team official venue access based on a 25/75 per cent ratio. NOCs may provide access to all venues where the NOC has athletes competing for up to 25 per cent (rounded up) of their officials. The remaining 75 per cent (rounded down) of officials may be allocated access to the venue(s) for one (1) discipline in which the NOC has athletes competing.

In previous Games, NOCs with athletes entered in two or more disciplines within each of the sports of aquatics, cycling or gymnastics were able to provide access to the venue(s) for all relevant disciplines within each sport, and the ‘sport’ was counted as one (1) discipline for the purposes of the venue access ratio calculation. These allowances apply to team officials of all functions. It remains necessary however for NOCs to assign the separate disciplines within each sport in the application for accreditation.

Additionally, previous Games have also permitted further exceptions to the counting of disciplines for the purpose of the venue access ratio calculation, for example, to allow NOCs to facilitate access for personnel such as medical, press, administration, etc. who are providing a service to athletes at a specific venue rather than in a specific discipline where there are multiple disciplines scheduled in the same venue or precinct.

While aquatics, cycling and gymnastics should be considered the baseline for sport-based venue access counting exceptions, additional sport-based or venue/precinct-based exceptions will vary from Games to Games based on factors including the Venue Master Plan and Competition Schedule.

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

Transferable team official accreditations

All “Ao” category accreditations (PTOs and ATOs) are transferable. The PTO and ATO calculations outlined above indicate the maximum number of “Ao” category team officials that may be accredited at any point in time during the Games.

NOCs may transfer the right to accreditation from one team official to another team official during the Games, i.e. the team official being transferred out (departing) will have their OIAC cancelled, and the person being transferred in (arriving) will then be able to validate their PVC.

Transfers in the “Ao” category will be managed on a pool basis as long as the maximum team official quota and the number of transfer transactions are not exceeded.

The number of transfer transactions for the Olympic Games is 50 per cent of the total “Ao” accreditations to which the NOC is entitled (PTOs and ATOs), multiplied by two.

During the D-DRM or F-DRM, the NOC must identify the first group of team officials that can be validated; all other team officials remaining after cancellations will form the “pool” for future transfers. In principle, the number of team officials in the “pool” should not exceed the number of transfer transactions.

Requests for transfers should be submitted to the OCOG Accreditation team online or in person at the Village Accreditation Centre no later than the day before the transfer is required. A deadline time will be agreed between the OCOG and IOC.

The access requirements (except the sport access) and entitlements of the departing team official and the arriving team official should be the same (i.e. all-sport to all-sport or single-sport to single-sport, and dining to dining or no dining to no dining).

NOCs will not be allowed to request accreditation transfers of “Ao” category accreditations to sports/disciplines in which they do not have athletes participating, or to sport/disciplines in which the NOC’s athletes have finished competition.



Olympic Summer 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	140 - 144	1	1	40	42
5 - 9	1		3	4	145 - 149	1	1	41	43
10 - 14	1		5	6	150 - 154	1	1	42	44
15 - 19	1		8	9	155 - 159	1	1	43	45
20 - 24	1		10	11	160 - 164	1	1	44	46
25 - 29	1		12	13	165 - 169	1	1	45	47
30 - 34	1		14	15	170 - 174	1	1	46	48
35 - 39	1		16	17	175 - 179	1	2	47	50
40 - 43	1		17	18	180 - 184	1	2	48	51
44 - 47	1		18	19	185 - 189	1	2	49	52
48 - 51	1	1*	19	20	190 - 194	1	2	50	53
52 - 55	1	1	20	22	195 - 199	1	2	51	54
56 - 59	1	1	21	23	200 - 204	1	2	52	55
60 - 63	1	1	22	24	205 - 209	1	2	53	56
64 - 67	1	1	23	25	210 - 214	1	2	54	57
68 - 71	1	1	24	26	215 - 219	1	2	55	58
72 - 75	1	1	25	27	220 - 224	1	2	56	59
76 - 79	1	1	26	28	225 - 229	1	2	57	60
80 - 83	1	1	27	29	230 - 234	1	2	58	61
84 - 87	1	1	28	30	235 - 239	1	2	59	62
88 - 91	1	1	29	31	240 - 244	1	2	60	63
92 - 95	1	1	30	32	245 - 249	1	2	61	64
96 - 99	1	1	31	33	250 - 254	1	3	62	66
100 - 104	1	1	32	34	255 - 259	1	3	63	67
105 - 109	1	1	33	35	260 - 264	1	3	64	68
110 - 114	1	1	34	36	265 - 269	1	3	65	69
115 - 119	1	1	35	37	270 - 274	1	3	66	70
120 - 124	1	1	36	38	275 - 279	1	3	67	71
125 - 129	1	1	37	39	280 - 284	1	3	68	72
130 - 134	1	1	38	40	285 - 289	1	3	69	73
135 - 139	1	1	39	41	290 - 294	1	3	70	74



**For delegations comprising 50 or more athletes.*

No. athletes	Chef	Deputy	Officials	Total	No. athletes	Chef	Deputy	Officials	Total
295 – 299	1	3	71	75	421 - 425	1	3	96	100
300 – 305	1	3	72	76	426 - 430	1	3	97	101
306 – 310	1	3	73	77	431 - 435	1	3	98	102
311 – 315	1	3	74	78	436 - 440	1	3	99	103
316 – 320	1	3	75	79	441 - 445	1	3	100	104
321 – 325	1	3	76	80	446 - 450	1	3	101	105
326 – 330	1	3	77	81	451 - 455	1	3	102	106
331 – 335	1	3	78	82	456 - 460	1	3	103	107
336 – 340	1	3	79	83	461 - 465	1	3	104	108
341 - 345	1	3	80	84	466 - 470	1	3	105	109
346 – 349	1	3	81	85	471 - 475	1	3	106	110
350 – 355	1	3	82	86	476 - 480	1	3	107	111
356 – 360	1	3	83	87	481 - 485	1	3	108	112
361 – 365	1	3	84	88	486 - 490	1	3	109	113
366 – 370	1	3	85	89	491 - 495	1	3	110	114
371 – 375	1	3	86	90	496 - 500	1	3	111	115
376 – 380	1	3	87	91	501 - 505	1	3	112	116
381 – 385	1	3	88	92	506 - 510	1	3	113	117
386 – 390	1	3	89	93	511 - 515	1	3	114	118
391 – 395	1	3	90	94	516 - 520	1	3	115	119
396 – 400	1	3	91	95	521 - 525	1	3	116	120
401 – 405	1	3	92	96	526 - 530	1	3	117	121
546 - 550	1	3	121	125	531 - 535	1	3	118	122
551 - 555	1	3	122	126	536 - 540	1	3	119	123
556 - 560	1	3	123	127	541 - 545	1	3	120	124
561 - 565	1	3	124	128	576 - 580	1	3	127	131
566 - 570	1	3	125	129	581 - 585	1	3	128	132
571 - 575	1	3	126	130	586 - 590	1	3	129	133
406 - 410	1	3	93	97	591 - 595	1	3	130	134
411 - 415	1	3	94	98	596 - 600	1	3	131	135
416 - 420	1	3	95	99					

Should an NOC's delegation comprise more than 600 athletes, the number of team officials shall increase by one (1) for every additional five (5) athletes (e.g. 601-605 athletes = 132 officials; 606-610 athletes = 133 officials etc.).



7.3.3. Personal coaches, support personnel and training partners (“P” category)

The IOC allows access to specific venues for personal coaches, support personnel 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.

Not part of delegation

The IOC strongly reinforces that personnel accredited in the “P” category 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 F-DRM process.

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

Access

Personal coaches and support personnel

Personal coaches and support personnel accredited in the “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 and support personnel unless there are dedicated training locations within the venue (e.g. athletics warm-up track, golf driving range, etc.). If necessary, access will be defined in cooperation between the IOC and the IF.

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 in the “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.

Sports/disciplines with “P” category

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

5%1 #8

Populations	Sport/discipline	Quota by sport	Access entitlement
Personal coaches, support personnel	All Sport/disciplines (excluding Golf)	No quota for the maximum number of personal coaches by sport/discipline. Each venue has a maximum quota for “P” accredited personnel who are allowed entry at any one time. This quota is determined by the relevant IF(s) in agreement with the IOC and controlled by the OCOG.	Sport-specific training venues or competition venues when used for training 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/discipline. Each venue has a maximum quota for “P” accredited personnel who are allowed entry at any one time. This quota is determined by the relevant IF(s) in agreement with the IOC and controlled by the OCOG.	Access to competition venues during competition is possible for athlete preparation.
Personal coaches	Golf	1 per athlete	Sport-specific training venues or competition venues when used for training only. Access is denied to personal coaches to competition venues during competition. When possible, access may be given to warm up facilities.

Quotas

5%1 #8

The number of training partners, support personnel and personal coaches for all sports per NOC should under no circumstances exceed the numbers stated in the table below (excluding golf personal coaches):

Number of athletes	Maximum number of “P” accreditation
1-49	2 per discipline in which an NOC is entered
50-99	3 per discipline in which an NOC is entered
100-199	4 per discipline in which an NOC is entered
200-299	5 per discipline in which an NOC is entered



Number of athletes	Maximum number of “P” accreditation
300-399	6 per discipline in which an NOC is entered
400 -499	7 per discipline in which an NOC is entered
500+	8 per discipline in which an NOC is entered

Any additional requests for P accreditations are to be communicated via the NOC to the OCOG and reviewed and validated by the IOC.

7.4. 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 territory of the host city/region of the Olympic Games. They are not part of the official NOC delegation and as such are not allocated a bed in the Olympic Village(s) or any of the related entitlements. These alternate athletes are in principle 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. The process to replace an athlete (Aa) with an alternate athlete (Ap) is administered by the OCOG Sport Entries team through the Late Athlete Replacement (LAR) P&P in accordance with the rules of each sport.

An Ap alternate athlete is not entitled to receive a medal nor to be on the podium during the victory ceremony, unless they have previously been an Aa.

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 T-A transport system but are not provided a bed in the Olympic Village as per Rule 38. Access to the village food services can be purchased at a fee (“knife and fork”).

Sports/disciplines with alternate athletes

Alternate athlete quotas are indicated in the qualification systems of each of the respective sports/disciplines. 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 are to be borne by the respective NOC.

8. ACCREDITATION CHARTS

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

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.

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; also referred to as an official Olympic Games Function.

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) (OVP only)
IBC	International Broadcast Centre
MBC	Mountain Broadcast Centre
MPC	Main Press Centre
OFH	Olympic Family Hotel(s)
OPN	Open venues (Winter Games only)
VSA	Vehicle Screening Areas



Where venue access in the Accreditation Charts is indicated as “according to needs”, allocation of venue access is granted by the IOC (or OBS for IBC access) according to the role/function of the individual. For OCOG staff and volunteers the primary (and in some cases secondary) venue access is determined through the workforce planning process led by the People Management area. Additional venue access for OCOG staff and volunteers, and venue access for other workforce populations (OCOG contractors, Security and TOP operations and activation workforce), is determined by the OCOG following a policy agreed in advance with the IOC (noting that all access to the IBC may only be granted by OBS).



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 (excluding seating)
MZ	Mixed Zone (athlete's side of the Press Mixed Zone)
R	Residential Zone (RZ) of the Olympic Village(s)

Where zone access in the Accreditation Charts is indicated as “according to needs”, allocation of zone access is granted by the IOC, OBS or the OCOG zone owners according to the role/function of the individual.

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, H	O
Federation	Federation, H	F
H	H	H
Press	Press	E
Athletes	Athletes	A

Ceremonies

Specifies the conditions of access to the opening and closing ceremonies and seating entitlements. For more information refer to the [OHC – Operational Requirements](#), the [Olympic Games Guide on Olympic Family and Dignitary Services](#) and the [Olympic Games Guide on Ticketing](#).

Transport

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

Transport code	Description	Transport entitlements
T-X	Games stakeholder transport system	<ul style="list-style-type: none">• Games stakeholder transport system• Transport Connect• Free public transport systems
T-A	Athletes/NOCs transport system	<ul style="list-style-type: none">• Athlete/NOC transport system• Transport Connect• Free public transport systems
T-C	Transport Connect shared service for accredited stakeholders	<ul style="list-style-type: none">• Transport Connect• Free public transport systems
T-F	Technical Officials/IFs transport system	<ul style="list-style-type: none">• Technical Officials/IF transport system• Transport Connect• Free public transport systems
T-P	Public transport systems	<ul style="list-style-type: none">• Free public transport systems



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 Honour Members 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-X
IOC**	Children of the above under 18 years old	ALL, OLV, IBC, MPC, OFH	4, 5, 6, R RED	Agreed by IOC	Official Stand	Ticket to be purchased	T-X
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-X
IOC	IOC Director General IOC Olympic Games Executive Director IOC Directors	ALL, OLV, IBC, MPC, OFH	2, 4, 5, 6, R BLUE	---	Official Stand	With complimentary ticket Seat in "IOC" Stand	T-X
IOC**	Accompanying Guest, children of the above under 18 years old	ALL, OLV, IBC, MPC, OFH	4, 5, 6, R RED	Agreed by IOC	Official Stand	Ticket to be purchased	T-C
B	IOC Guest	ALL, OFH	6 WHITE	---	Official Stand	Quota of complimentary tickets to be agreed by IOC Seat in "IOC" Stand	T-X
B**	Accompanying Guest	ALL, OFH	6 WHITE	1 each	Official Stand	Quota of complimentary tickets to be agreed by IOC Seat in "IOC" Stand	T-C
B	Senior Executives of Media 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" Stand	T-X



CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
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-X
X	IOC Entourage	OFH, VSA	WHITE	---	---	Ticket to be purchased	T-C
B	IOC Entourage	OFH, VSA	WHITE	---	---	Ticket to be purchased	T-C
U	IOC Entourage Upgrade Card	ALL	WHITE 6 according to needs	2 each	---	Ticket to be purchased	T-X
B	IOC Guest (of IOC Members)	ALL, OFH	6 WHITE	2 per IOC Member	H Stand (with access to prime events)	Ticket to be purchased	T-X
B**	IOC Guest	ALL, OFH	6 WHITE	---	H Stand (without access to prime events)	Ticket to be purchased	T-X or T-C
B	Presidents of IOC-Recognised IFs	ALL, OFH	6 WHITE	---	H Stand (without access to prime events)	Ticket to be purchased	T-X
IOC	IOC Medical and Scientific Commission Working Members	ALL, OLV, OFH	2, 4, 6, R BLUE	---	H Stand (prime events as agreed by IOC)	With complimentary ticket Seat in "B" Stand	T-C
B**	Accompanying Guest	OFH	WHITE	Agreed by IOC	---	Ticket to be purchased	T-C
U	Upgrade Card for IOC Medical and Scientific Commission	ALL	6 WHITE	Agreed by IOC	H Stand (with access to prime events)	---	---
IOC	IOC Athletes' Commission	ALL, OLV, OFH, MPC, IBC	2, 4, 6, R BLUE	---	H Stand (with access to prime events)	With complimentary ticket Seat in "B" Stand	T-X
B**	Accompanying Guest	ALL, OLV, OFH, MPC	2, 4, 6, R RED	1 each	H Stand (with access to prime events)	Ticket to be purchased	T-C



CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
IOC	IOC Associate Director IOC Staff	ALL, OFH, MPC OLV and IBC according to needs	4, 6 RED 2, 5, BLUE and R according to needs	---	H Stand (with access to prime events)	With complimentary ticket Seat in "B" Stand	T-C
IOC	IOC Official Photographer IOC Official TV crew	ALL, OLV, OFH, IBC, MPC	2, 4, 6 RED 5, BLUE and R according to needs	---	H Stand (with access to prime events)	With complimentary ticket Seat in "B" Stand	T-C
IOC	IOC Advisors	ALL, OFH, MPC IBC and OLV according to needs	4, 6 RED 2, 5, BLUE and R according to needs	---	H Stand (with access to prime events)	With complimentary ticket Seat in "B" Stand	T-C
B	President and Secretary General or Director of, WFSGI, WOA, IPC, ARISF	ALL, OLV, OFH	6 WHITE	Max 2 per Organisation	H Stand (with access to prime events)	With complimentary ticket Seat in "B" Stand	T-X
B	IPC Staff	ALL, OFH OLV according to needs	6 WHITE	Agreed by IOC	H Stand (with access to prime events)	With complimentary ticket Seat in "B" Stand	T-C
B	Court of Arbitration for Sport President and Secretary General	ALL, OLV, MPC, IBC, OFH	4, 6, R BLUE	---	H Stand (with access to prime events)	With complimentary ticket Seat in "B" Stand	T-X
B**	Accompanying Guest	ALL, OFH	6 WHITE	1 each	H Stand (with access to prime events)	Ticket to be purchased	T-C
B	Court of Arbitration for Sport Division President	ALL, OFH	6 WHITE	---	H Stand (with access to prime events)	With complimentary ticket Seat in "B" Stand	T-X
B**	Accompanying Guest	ALL, OFH	6 WHITE	1 each	H Stand (with access to prime events)	Ticket to be purchased	T-C



CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
B	Court of Arbitration for Sport Member	ALL, OFH	6 WHITE	---	H Stand (with access to prime events)	With complimentary ticket Seat in "B" Stand	T-C
B**	Accompanying Guest	OFH	WHITE	1 each	---	Ticket to be purchased	T-C
B	Court of Arbitration for Sport Staff	ALL, OFH	WHITE	---	---	Ticket to be purchased	T-C
B	World Anti-Doping Agency President	ALL, OLV, OFH	2, 4, 6, R RED	---	H Stand (with access to prime events)	With complimentary ticket Seat in "B" Stand	T-X
B**	Accompanying Guest	ALL, OFH	2, 4, 6 RED	1	H Stand (with access to prime events)	With complimentary ticket Seat in "B" Stand	T-C
B	World Anti-Doping Agency Vice President and Director General	ALL, OLV, OFH	2, 4, 6, R RED	---	H Stand (with access to prime events)	With complimentary ticket Seat in "B" Stand	T-X
B	World Anti-Doping Agency Observers	ALL, OLV, OFH	2, 4, R BLUE	Agreed by IOC	---	Ticket to be purchased	T-C
B	World Anti-Doping Agency Staff	ALL, OFH OLV according to needs	2, 4 RED R according to needs	Agreed by IOC	---	Ticket to be purchased	T-C
B	International Testing Agency Chairperson	ALL, OLV, OFH	2, 4, 6, R BLUE	---	H Stand (with access to prime events)	With complimentary ticket Seat in "B" Stand	T-X
B**	Accompanying Guest	ALL, OFH	6 WHITE	1	H Stand (with access to prime events)	With complimentary ticket Seat in "B" Stand	T-C
B	International Testing Agency Director General	ALL, OLV, OFH	2, 4, 6, R BLUE	---	H Stand (with access to prime events)	With complimentary ticket Seat in "B" Stand	T-X
B	International Testing Agency Senior Staff	ALL, OLV, OFH	2, 4, 6, R BLUE	Agreed by IOC	H Stand (with access to prime events)	With complimentary ticket Seat in "B" Stand	T-C
B	International Testing Agency Staff	ALL, OLV, OFH	2, 4, R BLUE	---	---	Ticket to be purchased	T-C



CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
B	International Testing Agency International Doping Control Officer (IDCO)	ALL, OLV	2, 4, R BLUE	Agreed by IOC	---	Ticket to be purchased	T-C
U	Upgrade Card for CAS, WADA and ITA	ALL	6 WHITE	Agreed by IOC	H Stand (with access to prime events)	---	---
U	Upgrade Card	According to needs	According to needs	---	According to needs	No rights	According to needs
B	Guest	OFH	---	---	Access to venues only with ticket	Ticket to be purchased	T-P
IOC	IOC Service Providers	According to needs	According to needs	---	According to needs	Ticket to be purchased	T-P

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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-X and T-F
IF**	Accompanying Guest	ALL, MPC, IBC, OFH	4, 6, RED	1 each	Official Stand Federation Stand in own sport	With complimentary ticket Seat in "IF" Stand	T-F
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-X
IF**	Accompanying Guest	ALL, OFH	6 WHITE	1 each	Official Stand	With complimentary ticket Seat in "IF" Stand	T-C
IF	Transferable Guest Cards (for IFs on the Games programme)	Summer: ALL Winter: Own sport venues, OPN	6 WHITE	15 per IF transferable 2 times	Seat in Federation Stand in own sport venues H Stand in other venues	Quota of complimentary tickets to be agreed by IOC Seat in "IF" Stand	T-F
IF	IF Executive Board members	Summer: Own sport venues Winter: Own sport venues, OPN	2, 4, 6 BLUE	Agreed by IOC	Federation Stand	With complimentary ticket Seat in "IF" Stand	T-F
IF**	Accompanying Guest	Summer: Own sport venues Winter: Own sport venues, OPN	6 WHITE	1 each	Federation Stand	Ticket to be purchased	T-F
IF	IF Delegates	ALL	2, 4, 6 BLUE	Agreed by IOC	Seat in Federation Stand in own sport H Stand in other venues	With complimentary ticket Seat in "IF" Stand	T-X and T-F
IF**	Accompanying Guest	ALL	6 WHITE	1 each	Seat in Federation Stand in own sport H Stand in other venues	Ticket to be purchased	T-F
IF	IF Senior Staff	Own sport venues, OFH, MPC	2, 4, 6 BLUE	Agreed by IOC	Federation Stand	With complimentary ticket Seat in "IF" Stand	T-X and T-F



CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
J	International Technical Officials (ITOs)	Own sport venues	2 BLUE	Agreed by IOC	Federation Stand at own sport venues	With complimentary ticket Seat in "J" Stand	T-F
U	Upgrade Cards (for IFs on the Games programme)	ALL	6 WHITE	15 per IF	H Stand (with access to prime events)	No rights	---
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 BLUE	Agreed by IOC	Federation Stand	No seating access Ticket necessary	T-F
IF	Head of Media	Own sport venues, MPC	2, 4, 6 BLUE	1	Federation Stand	No seating access Ticket necessary	T-F
IF	IF Medical Officer	Own sport venues OLV (Guest Pass or Upgrade Card according to need and to be agreed by IOC)	2, 6 BLUE 4 (OCOG upgrade according to availability)	1	Federation Stand	No seating access Ticket necessary	T-X and T-F
IF	ASOIF President	ALL, MPC, IBC, OFH, OLV	2, 4, 6, R BLUE	---	Official Stand	With complimentary ticket Seat in "IF" Stand	T-X
IF**	Accompanying Guest	ALL MPC, IBC, OFH	4, 6 RED	1	Federation Stand	With complimentary ticket Seat in "IF" Stand	T-X
IF	ASOIF Secretary General (Summer) or AIOWF Secretary General (Winter)	ALL, MPC, IBC, OFH, OLV	2, 4, 6, R BLUE	---	Federation Stand	With complimentary ticket Seat in "IF" Stand	T-X
IF**	Accompanying Guest	ALL, MPC, IBC, OFH	4, 6 RED	1 each	Federation Stand	With complimentary ticket Seat in "IF" Stand	T-X
IF	Working staff of ASOIF (Summer) or AIOWF staff (Winter)	ALL, MPC, OFH	2, 4, 6 RED	2	H Stand (with access to prime events)	With complimentary ticket Seat in "IF" Stand	T-C
U	Upgrade Cards	---	---	According to IF transport DSLA	---	---	T-X



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8.4. National Olympic Committee categories

CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
NOC	President and Secretary General of NOCs with participating athletes	ALL, OLV, IBC, MPC, OFH	2, 4, 6, R BLUE	Transferable 1 time	Official Stand or Athletes' Stand at all sports venues	With complimentary ticket Seat in "NOC" Stand	T-X and T-A
NOC**	Accompanying Guest	ALL, OLV, MPC, OFH	4, 6, R RED	1 each Transferable 1 time	Official Stand	With complimentary ticket Seat in "NOC" Stand	T-C
NOC	Sovereign or Head of State and Head of Government	ALL	6 WHITE	---	Official Stand	With complimentary ticket Seat in "NOC" Stand	T-X
NOC**	Accompanying Guest	ALL	6 WHITE	1 each	Official Stand	With complimentary ticket Seat in "NOC" Stand	T-X
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-X
NOC**	Accompanying Guest	ALL	6 WHITE	1 each	Official Stand	With complimentary ticket Seat in "NOC" Stand	T-C
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)	H Stand (without access to prime events)	No seating access Ticket necessary	T-P
NOC	Staff of Sovereign or Head of State and Head of Government (NOCs with participating athletes)	ALL	6 WHITE	2 each	H Stand without access to prime events)	No seating access Ticket necessary	T-P



CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
NOC	Transferable Guest cards (NOCs with participating athletes)	ALL	6 WHITE	1 per 20 athletes (Summer)	H Stand (without access to prime events)	Quota of complimentary tickets to be agreed by IOC Seat in "NOC" Stand	T-P
U	Upgrade Cards (for NOCs with participating athletes)	ALL	6 WHITE	1 per 10 athletes (Winter)			
U	Upgrade Cards	---	---	Transferable 2 times			
U	Upgrade Cards	---	---	1 per 50 athletes (Summer)	H Stand (without access to prime events)	No rights	---
U	Upgrade Cards	---	---	1 per 25 athletes (Winter)			
U	Upgrade Cards	---	---	According to delegation size	---	---	T-X
Aa	Olympic Athletes	Own sport venues, OLV, MPC, IBC, OPN (Winter)	2, R BLUE	---	Athletes' Stand at own sport venues. Free ticket necessary at other venues	According to ceremonies programme	T-A
Ac	Chef de Mission	ALL, OLV, MPC, IBC, OFH	2, 4, 6, R BLUE	1 per NOC	H Stand or Athletes' Stand at all sports venues (with access to prime events)	According to ceremonies programme	T-X and T-A
Ac	Deputy Chef(s) de Mission	ALL, OLV, MPC, IBC, OFH	2, 4, 6, R BLUE	Refer to sections 7.2 (Winter) and 7.3 (Summer)	H Stand or Athletes' Stand at all sports venues (with access to prime events)	According to ceremonies programme	T-X and T-A
Ac	Olympic Attaché	ALL, OLV, IBC, MPC	2, 4, 6, R BLUE	1 per NOC	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 Welfare officer	Own sport venues or all venues where athletes participate, OLV	2, R BLUE	Refer to sections 7.2 (Winter) and 7.3 (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	Additional Officials	Own sport venues or all venues where athletes participate, OLV	2, R BLUE	Refer to sections 7.2 (Winter) and 7.3 (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 MZ (athletes' side of the Press Mixed Zone)	Refer to sections 7.2 (Winter) and 7.3 (Summer)	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
Ao	Caddies (Summer)	Golf venue(s) only, OLV	2, R BLUE	1 per athlete entered in Golf	Athletes' Stand	No seating access Ticket necessary	T-A
Ao	Veterinarians (Summer)	Equestrian venue(s) only, OLV	2, R BLUE	1 per NOC with athletes entered in Equestrian (additional Veterinarians to be accredited from Additional Team Officials quota)	Athletes' Stand	No seating access Ticket necessary	T-A
Ao	Grooms (Summer)	Equestrian venue(s) only, OLV	2, R BLUE	1 per horse	Athletes' Stand	No seating access Ticket necessary	T-A
NOC	Horse Owners (Summer)	Equestrian venue(s) only	2, 6 RED	2 per horse	Athletes' Stand	No seating access Ticket necessary	T-P



CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
P	Personal Coaches and Training Partners (Summer)	Own training venue(s) only	2 BLUE	Refer to section 7.3.3	No seating access Ticket necessary	No seating access Ticket necessary	T-P
At	Training Partners (Winter)	OLV, Own sport venue(s)	2, R BLUE	Refer to section 7.2.3	No seating access Ticket necessary	No seating access Ticket necessary	T-A
Ap	Alternate Athletes	Own sport venue(s), OLV	2, R BLUE	Refer to Qualification Systems for each Discipline	No seating access Ticket necessary	No seating access Ticket necessary	T-A
NOC	Drivers	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	Up to 60% of daily guest pass quota. If this allocation is used there will be an equivalent reduction to the NOC's daily guest pass quota (Refer to section 2.1.1.1)	No seating access Ticket necessary	No seating access Ticket necessary	T-P
NOC	Athlete Chaperones	Own sport venue(s), OLV	2, R WHITE	1 per athlete and alternate athlete aged under 16 on the day of the Closing Ceremony	Athletes' Stand at own sport venue(s)	No seating access Ticket necessary	T-A
NOC	Candidates for election to IOC Athletes' Commission (non- competing candidates not otherwise accredited)	Own sport venue(s), OLV	R WHITE	---	Athletes' Stand at own sport venue(s)	No seating access Ticket necessary	T-A
NOC	ANOC Executive Council Members (not otherwise accredited)	ALL, OLV, MPC, OFH	2, 4, 6, R BLUE	4	H Stand (without access to prime events)	With complimentary ticket Seat in "NOC" Stand	T-X



CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
NOC	Continental NOC Association Executive Committee Members (not otherwise accredited), ANOC Staff	ALL, OLV, MPC, OFH	2, 4, 6, R BLUE	5 each	H Stand (without access to prime events)	With complimentary ticket Seat in "NOC" Stand	T-C
NOC E	Press Attachés	ALL, MPC OLV with guest pass	4 BLUE MZ (optional, athletes' side of the Press Mixed Zone)	Managed by IOC Media Operations under the overall "E" quota	Seating in "E" Stand	With complimentary ticket (limited numbers) Seat in "E" Stand	T-C
NOC Es	Press Attachés	Own sport venues, MPC OLV with guest pass	4 BLUE MZ (optional, athletes' side of the Press Mixed Zone)	Managed by IOC Media Operations under the overall "E" quota	Seating in "E" Stand	With complimentary ticket (limited numbers) Seat in "E" Stand	T-C



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8.5. Host Organising Committee categories

CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
OCO ^G	President and Director General of Host OCO ^G	ALL, OLV, MPC, IBC, OFH	2, 4, 5, 6, R BLUE	---	Official Stand	With complimentary ticket Seat in "IOC" Stand	T-X
OCO ^{G**}	Accompanying Guest	ALL, OLV, MPC, IBC, OFH	2, 4, 6, R BLUE	1 each	Official Stand	With complimentary ticket Seat in "IOC" Stand	T-X
OCO ^G	Host Representative	ALL	6 WHITE	---	Official Stand	With complimentary ticket Seat in "IOC" Stand	T-X
OCO ^{G**}	Accompanying Guest	ALL	6 WHITE	1 each	Official Stand	With complimentary ticket Seat in "IOC" Stand	T-X
OCO ^G	National Head of State and Government	ALL	6 WHITE	---	Official Stand	With complimentary ticket Seat in "IOC" Stand	T-X
OCO ^{G**}	Accompanying Guest	ALL	6 WHITE	1 each	Official Stand	With complimentary ticket Seat in "IOC" Stand	T-X
OCO ^G	Guest	ALL	6 WHITE	Proposed by the OCO ^G , quota agreed by IOC	Official Stand	With complimentary ticket Seat in "IOC" Stand	T-X
OCO ^G	Guest	ALL	6 WHITE	Proposed by the OCO ^G , quota agreed by IOC	H Stand (without access to prime events)	No seating access Ticket necessary	T-C
OCO ^{G**}	Guest	Single venue	---	Proposed by the OCO ^G , quota agreed by IOC	No seating access Ticket necessary	No seating access Ticket necessary	T-P
OCO ^G	National Partner Senior Executives	ALL, OLV, MPC	4,6 RED	Limited by contract	H Stand (with access to prime events)	With complimentary ticket Seat in "OCO ^G " stand	T-X
OCO ^G	National Partner Senior Executives (Using two-part card)	Identity card	Identity card	Limited by contract	---	---	T-P
U	Upgrade Cards for National Partner Senior Executives	ALL, OLV, MPC	4,6 RED	Limited by contract	H Stand (with access to prime events)	With complimentary ticket Seat in "OCO ^G " stand	T-X
OCO ^G	National Partner Operations Staff	According to needs approved by OCO ^G			No seating access	No Seating Access	T-C



CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
OCOg	National Partner Activation Staff	According to needs approved by OCOg			No seating access	No seating access	T-C
OCOg	National Partner Hospitality Staff	---	Identity card	---	---	---	T-C
U	Upgrade Cards for National Partner Hospitality Staff	ALL	WHITE	1 for every 20 guests on a peak day	No seating access	No seating access	---
OCOg	Interpreters (in consultation with IOC)	According to needs	According to needs	---	No seating access Ticket necessary	No seating access Ticket necessary	T-P
OCOg	Staff of sporting goods manufacturers (quota and access proposed by the OCOg, agreed by IOC)	According to needs (proposed by the OCOg, agreed by IOC)	2 and WHITE by means of upgrades	---	No seating access Ticket necessary	No seating access Ticket necessary	T-P
OCOg	OCOg Staff, Volunteers, Contractors and Service Providers (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
OCOg	Upgrade Cards for Zone Owners and Two-part card workforce	Venue-specific	According to needs	---	No seating access	No seating access	---



8.6. Future Organising Committees and Interested Party / Preferred Host 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-X
OC**	Accompanying Guest	ALL, MPC, OFH	6 RED	1 each	Official Stand	With complimentary ticket Seat in "IOC" Stand	T-X
OC	Future Host Representative	ALL, MPC, OFH	6 WHITE	---	Official Stand	With complimentary ticket Seat in "IOC" Stand	T-X
OC**	Accompanying Guest	ALL, MPC, OFH	6 WHITE	1 each	Official Stand	With complimentary ticket Seat in "IOC" Stand	T-X
OC	Executive Members of future Games OCOGs and YOGOCs	ALL, OLV, MPC, OFH	6 RED	4 each	H Stand (with access to prime events)	With complimentary ticket Seat in "OCOG" Stand	T-X
O	Observers from other OCOGs and YOGOCs (proposed by IOC)	According to needs (usually identity card)	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
O	Interested Party / Preferred Host Executives	ALL, MPC, OFH	2, 4, 6 RED	Maximum 4 each Transferable 1 time (at discretion of the IOC)	H Stand (with access to prime events)	With complimentary ticket Seat in "NOC" Stand	T-X
O	Interested Party / Preferred Host Observers	ALL, OFH	RED According to needs	Maximum 8 each (at discretion of the IOC)	No seating access Ticket necessary	No seating access Ticket necessary	T-C



8.7. TOP Partner categories

CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
TOP	Senior Executives	ALL, OLV, MPC, OFH	4, 6 RED	Limited by contract	Official Stand	With complimentary ticket Seat in "IOC" stand	T-X
TOP	Senior Executives (Using two-part card)	Identity card	Identity card	Limited by contract	---	---	T-C
U	Upgrade Cards for Senior Executives	ALL, OLV, MPC, OFH	4, 6 RED	1 for every 4 Identity Cards	Official Stand	With complimentary ticket Seat in "IOC" stand	T-X
TOP	Operations Staff	According to needs as approved by OCOG and IOC			No seating access	No seating access	T-C
TOP	Activation Staff	According to needs as approved by OCOG and IOC			No seating access	No seating access	T-C
TOP	Hospitality Staff	Identity card	Identity card	---	---	---	T-C
U	Upgrade Cards for Hospitality Staff	ALL	WHITE	1 for every 20 guests on a peak day	No seating access	No seating access	---



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8.8. Broadcaster categories

CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
RTa	Senior Management Personnel of MRHs	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-C
RTb	Production and Technical Personnel of MRHs	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-C
RTc	IBC Support Personnel of MRHs	MPC, IBC or according to needs	---	---	No seating access Ticket necessary	No seating access Ticket necessary	T-C
RTH	MRH 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-C
	MRH Hospitality Staff (Using two-part card)	Identity card	Identity card	Agreed by IOC	No seating access Ticket necessary	No seating access Ticket necessary	T-P
U	Upgrades for MRH Hospitality Staff	ALL	WHITE	1 for every 20 guests on a peak day	---	---	T-C
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-C
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-C
HBb	Olympic Information Services	ALL, OLV, OFH, IBC, MPC	2, 4, 5, R BLUE	---	Seating in "E" Stand	Ticket necessary	T-C
HBc	IBC Support Personnel of Host Broadcaster	MPC, IBC	---	---	No seating access Ticket necessary	No seating access Ticket necessary	T-C

8.9. Written press and photographers' categories

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(For NOC E/NOC Es Press Attaché category, please refer to National Olympic Committee categories above)

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-C
Es (Summer)	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-C
Ex (Summer)	National and/or Regional Journalists	Relevant local venues OLV with guest pass	4 WHITE	---	Seating in "E" Stand	No seating access	T-C
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-C
EPs (Summer)	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-C
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-C
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-C
Ec	Support Personnel assigned to the MPC	MPC	---	---	No seating access Ticket necessary	No seating access Ticket necessary	T-C



CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
ENR	Non-MRH	ALL without equipment, MPC OLV with guest pass without equipment	4 WHITE	---	Seating in "E" Stand	No seating access Ticket necessary	T-C

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 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 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.

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 a high priority for every Games and VAPPs require controls to avoid theft, trading or misuse and counterfeiting. Games stakeholders having vehicle 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 require 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 needs to be flexible and simple, as it is used for all Games stakeholders that have differing vehicle 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 control allocation. 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. VAPPs are provided to the RO to enable it to manage its operational functions at Games time. Transferable VAPPs do not mean that any VAPP can be used on any vehicle; it means that each RO can use its pool of registered vehicles with operational flexibility. Minimum transferability requirements are set forth in the Primary VAPP allocation table.

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 VAPPs are provided for single venue entry.

9.2. Categories for vehicle permit allocation

VAPPs are provided to two categories of vehicles:

- accredited Games stakeholders; and
- Games operations.

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

- residents and businesses; and
- public transport and taxis.

Section [9.3.5. Primary VAPP allocation table](#) 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 several 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 several 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 T-A 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 give 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 Team Processing Centre (TPC) or their accommodation if it is in a restricted zone.

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).

International Federation (IF)

Each IF is allocated several vehicles (and drivers), including those for Presidents and Secretaries General, with VAPPs for Games-time use. Each IF receives one (1) VAPP for each 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 and subject to agreement with the IOC.

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 through the respective IF Transport DSLAs.

Broadcasters

Several vehicles are provided to OBS for its exclusive use. OBS and MRHs are provided VAPPs through their contractual agreements for use on their own vehicles. Broadcast VAPPs include OBS and MRH operational vehicles, Electronic News Gathering (ENG) services, Outside Broadcast (OB) vans and support vehicles, 24/7 access to broadcast compounds, broadcast parking areas and FOP depending on the sport.

OBS liaises directly with each MRH 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 among the IOC, the OCOG and OBS.

A number of MRHs 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) P7 VAPP. Only the MRHs that have the contractual agreement can receive the VAPP and the associated access and parking. These VAPPs are subject to the same principles, operating procedures and policies as the Marketing Partners' VAPPs.

Press

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

These vehicles will be entitled to park in the dedicated PHP parking area with a PHP VAPP.

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 pool vehicles with drivers for the provision of IOC Fleet services and organisational vehicles. These vehicles will be provided with P2 or P6 VAPPs.

The IOC is also provided an allocation of vehicles and VAPPs by agreement with the OCOG for specific programmes, initiatives and events, for example, Observer 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. A pool of operational vehicles and VAPPs is allocated to other organisations such as CAS, WADA, ITA and the IOC Medical and Scientific Commission according to the quotas set forth by the IOC.

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 Marketing 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. T&S and results are coordinated through Technology area; beverage is coordinated through Food and Beverage area).

Marketing Partners are provided P7 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 coaches, 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.

Commercial hospitality

The Olympic hospitality provider is provided access to P7 VAPPs for the FOH operations of its commercial hospitality programme vehicles.

The FOH hospitality operations for Marketing Partners, MRHs and commercial hospitality shall be planned and managed in an integrated manner. The Hospitality Transport Service (HTS) plan, including the allocation of P7 VAPPs, is subject to review and approval by the IOC.



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 systems include:

Transport systems	Code
Athlete and team officials	T-A
IF Technical Officials (TO) and IFs	T-F
OBS Direct and Dedicated Service (DDS)	DDS
Marketing Partner Coach Programme (MPCP)	MP
Olympic family transport system	T-X
Spectator transport system (if provided/required to supplement public transport)	T-S
Workforce transport system (if provided/required to supplement public transport)	T-W
Transport Connect (shared services for accredited stakeholders)	T-C
Transport Group (clean to clean shared services for accredited stakeholders)	T-G

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 control zones

Each Olympic venue will have a surrounding traffic control 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 control zone 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 secure perimeter

Residents and non-Olympic businesses are only provided VAPPs if they reside or operate inside the venue secure perimeter. It is extremely unlikely that residents or businesses will have access within the venue 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 for 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 VAPPs. If the OCOG or Host 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 traffic control 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 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 that 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 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 to be used with mini-buses or buses/coaches.

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 provide key information regarding the VAPP holder's access and/or parking entitlements, including:

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

Additionally, the VAPP has several embedded security features, such as:

- hologram/die cut feature;
- bar code;

- serial number; and
- Ultraviolet (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 back, UV ink was used as an additional security feature

Figure 20: Primary VAPP, Olympic Games London 2012

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/precinct codes also need to be used to enable access to multiple venues. The OCOG will need to develop cluster/precinct 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/precinct 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 headquarters
ALL	All competition and training venues
ALM	All competition and training venues Main Press Centre





Venue access	Access entitlement
VLV	Olympic Village(s) All competition and training venues Olympic Family Hotel(s) – load zone access only
IBC	International Broadcast Centre
MBC	Mountain Broadcast Centre (Winter only)
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 and colours

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	IOC Fleet and IF President and Secretary General allocated vehicles
P3	Blue	NOC allocated vehicles (dark blue) IF allocated vehicles (light blue)
P4	Red	IOC-recognised photo pool (PHP) (If parking is inside the secure perimeter) Key operational vehicles
P5	Green	OBS, MRHs, ENG
P6	White	IOC organisational vehicles IOC-recognised Photo Pool (PHP) – (If parking is outside secure perimeter) NOC rate card Press rate card Other rate card (if offered) Venue operations IOC Medical and Scientific Commission CAS, WADA, ITA
PX	Black	Security and emergency services vehicles (police, fire, ambulance)
P7 (FOH)	Pink	Marketing Partners Hospitality MRH Hospitality Commercial Hospitality



Access codes and colours

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:

- T-A – dark blue;
- T-F – light blue;
- T-C – dark green;
- T-G – light green
- T-S and T-W – white;
- T-X – purple; and
- MP/MRH/HP – pink.

MDS (Master Delivery Schedule)

- colour: orange.

The MDS VAPP is one of the 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 the 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 the Transport area to the Logistics area. The 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, IOC, domestic dignitaries); and
- pink (Hospitality).

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 venue 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 operational perimeter, but not through a VSA into the venue secure perimeter. Vehicle can access a compound or use the roads only inside the venue operational and traffic control zones but not inside the venue 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
MRH	Media Rights-Holders and OBS
PHP	IOC-recognised Photo Pool (PHP)
PRS	Press
IOC	IOC Fleet, organisational vehicles, observer and hospitality programmes
MP	Marketing Partner
HP	Olympic Hospitality Provider
V1	Dignitaries, International/Domestic Protected Persons and nominated persons
T-X	Olympic family transport system
DEL	Deliveries on the Master Delivery Schedule (MDS)
OPS	Operations vehicles and venue tenants/owners
T-A	Athletes/NOCs transport system
T-F	Technical Officials/IFs' transport system
DDS	OBS Direct and Dedicated Service
MPCP	Marketing Partner Coach Programmes
T-W	Transport systems for workforce
T-S	Transport systems for spectators
T-C	Transport Connect
T-G	Transport Group

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, provide an additional layer of anti-counterfeit protection and enable the VAPP to be traced to the RO 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. The serial number 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 size 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 examples 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 the VAPP. Previous Games have made the venue code a hologram, others have used a sticker and yet 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 P&P 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.



9.3.5. Primary VAPP allocation table

Stakeholder	Venue code	Parking/ access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/ rate card	Additional notes	Transferability
NOC									
NOC	VLV	P3	NOC	Dark blue	1 per vehicle	Required	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.	YES
NOC	∞	P3	NOC	Dark blue	1 per NOC Chef de Mission	Required	Allocation	The total number of VAPPs for NOC dedicated vehicles equals the total number of vehicles dedicated to the NOC; these VAPPs would not be additional.	YES
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.	NO for Ice Hockey YES for 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	YES
NOC	Venue-specific	P6	NOC	White	Dependent on space available at venues	Required	Rate card	Olympic Games Guide on Transport team size vehicle allocation formula; that is, the NOC can apply for several rate	YES



Stakeholder	Venue code	Parking/ access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/ rate card	Additional notes	Transferability
NOC	ALL	CIR	NOC	White	Dependent on space available at venues	Recommended	Rate card	card VAPPs based on team size. Other OCOGs have developed a different allocation formula.	YES
NOC	Venue-specific	Arrivals & Departures – Day VAPP	NOC	-	1 per vehicle	Required	Allocation	Provided for NOCs to access the Olympic Village Points of Arrival (POA) if they need to pass through a PCP to access the load zone.	NO
NOC	Venue-specific	NOC Bookable Buses – Day VAPP	NOC	-	1 per vehicle	Required	Allocation	Provided for NOCs to access nominated load zones at the Olympic Village(s) for official functions. The OCOG is to develop a plan that enables NOCs to attend official functions or locations using coaches specifically for the event.	NO
NOC	Venue or cluster-specific	P6	SRS	White	Based on operational needs	Required	Allocation	SRS provide specialist service for athlete equipment and require access to the wax cabins, if available.	YES



Stakeholder	Venue code	Parking/ access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/ rate card	Additional notes	Transferability
MRHs and OBS									
MRHs and OBS	ALL	P5	MRH	Green	As agreed with OBS	Required	Allocation		YES
MRH ENG	ALL	ENG	MRH	Green	As agreed with OBS	Required	Allocation	Electronic News Gathering (ENG) vehicles.	YES
MRHs and OBS	IBC or MBC	P5	MRH	Green	As agreed with OBS	Required	Allocation		YES
OBS	Venue - specific	P5	MRH	Green	As agreed with OBS	Required	Allocation	Specialist vehicles for road events.	YES
Press									
IOPP	ALL	P4	PHP	White	2 per IOC-recognised agency	Required	Allocation		YES
IOPP	OLV	P4	PHP	White	2 per IOC-recognised agency	Required	Allocation		YES
Press	ALL	P6	PRS	White	Dependent on space available at venues	Required	Rate Card	OCOG to determine quantity, to be agreed with IOC.	YES
Press	Venue - specific	P6	PRS	White	Dependent on space available at venues	Required	Rate Card	OCOG to determine quantity, to be agreed with IOC.	YES



Stakeholder	Venue code	Parking/ access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/ rate card	Additional notes	Transferability
Olympic family									
IOC	∞	P1	IOC	Yellow	1 per vehicle	Required	Allocation	IOC President IOC Honorary President Internationally Protected People Any other exception as nominated and/or approved by IOC	NO
IOC	∞	P2	IOC	Purple	1 per vehicle	Required	Allocation	IOC Fleet and organisational vehicles	NO
IOC	∞	P2	IOC	Purple	20	Required	Allocation	IOC Hospitality Programme	YES
IOC	∞	P6	IOC	White	1 per vehicle	Required	Allocation	IOC Medical and Scientific Commission	NO
IOC	∞	P2	IOC	Purple	20	Required	Allocation	According to IOC needs	YES
IOC	∞	P6	OPS	White	10	Required	Allocation	According to IOC needs	YES
IOC	∞	CIR	OPS	White	15	Required	Allocation	According to IOC needs	YES
IOC	∞	SYS	IOC	White	As per agreement with IOC	Required	Rate Card	According to IOC needs	NO
IF	∞	P2	IF	Purple	1 per vehicle	Required	Allocation		NO
NOC	∞	P1	V1	Yellow	2 per attending delegation	Required	Allocation	2 per HOS/HOG. Only available for use when HOS/HOG is in attendance at the Games	NO
OCOG	∞	P2	OPS	Purple	1 per vehicle	Recommended	Allocation	OCOG President (or equivalent) OCOG Chief Executive Officer (or equivalent)	NO
OCOG	∞	P6	CAS	White	1 per vehicle	Required	Allocation	Court of Arbitration for Sport (CAS)	NO



Stakeholder	Venue code	Parking/ access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/ rate card	Additional notes	Transferability
OCOG	∞	P6	WADA	White	1 per vehicle	Required	Allocation	World Anti-Doping Agency (WADA)	NO
OCOG	∞	P6	ITA	White	1 per vehicle	Required	Allocation	International Testing Agency (ITA)	NO
MP	∞	P2	MP	Purple	2 per TOP or according to individual contracts	Required	Allocation	TOP Partners OCOG Marketing Partners	YES
International Federations									
IF	Venue-specific	P3	IF	Light blue	1 per vehicle	Required	Allocation	IF dedicated vehicles provided by the OCOG.	NO
IF	Venue-specific	P6	IF	White	Dependent on space available at venues	Recommended	Rate Card	Only available as determined by the OCOG, with approval from IOC.	YES
IF	Venue or cluster-specific	P6	SRS	White	Based on operational needs	Required	Allocation	SRS provide specialist service for athlete equipment and require access to the wax cabins.	YES



Stakeholder	Venue code	Parking/ access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/ rate card	Additional notes	Transferability
Marketing Partners									
MP	ALL	CIR	MP	Pink	Agreement with individual Marketing Partner and IOC	Required	Allocation	Cars only, not for use in buses	YES
MP	Venue-specific (or ALL)	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)	YES
MP	Venue-specific (or ALL)	P6	OPS	White	Dependent on space available at venues and operational requirement	Required	Allocation	Negotiated with the relevant area and venue operations (e.g. beverage providers are coordinated through Food and Beverage)	YES
Hospitality									
MP	∞	P7	MP	Pink	Agreement with individual Marketing Partner and IOC	Required	Allocation	Buses for Marketing Partner Coach Programme (MPCP)	YES
MRH	∞	P7	MRH	Pink	Agreement with individual MRH and IOC	Required	Allocation	Buses for MRH's hospitality programme through MPCP	YES



Stakeholder	Venue code	Parking/ access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/ rate card	Additional notes	Transferability
Commercial hospitality	∞	P7	HP	Pink	Agreement with Olympic hospitality provider and IOC	Required	Rate card	Vehicles for commercial hospitality programmes	YES
Games operations									
OCOg	∞	SYS	T-A	Dark blue	OCOg to determine	Required	Allocation	As required for Athletes and Team Officials transport system	NO
OCOg	∞	SYS	T-C	Light green	OCOg to determine	Required	Allocation	As required for TC system	NO
OCOg	∞	SYS		Dark green	OCOg to determine	Required	Allocation	As required for TG system	NO
OCOg	∞	SYS	DDS	Green	OCOg to determine	Required	Allocation	As required for OBS Direct and Dedicated transport system	NO
OCOg	∞	SYS	T-F	Light blue	OCOg to determine	Required	Allocation	As required for IF transport system	NO
OCOg	∞	SYS	T-X	Purple	OCOg to determine	Recommended	Allocation	As required for Olympic family transport system	NO
OCOg	∞	SYS	T-S or T-W	White	OCOg to determine	Required	Allocation	As required for specific Olympic services for workforce and/or spectators	NO
OCOg	∞	P4	OPS	Red	OCOg to determine	Required	Allocation	Key operations vehicles	YES
OCOg	Venue-specific	P4	OPS	Red	OCOg to determine	Required	Allocation	Key operations vehicles	YES
OCOg	∞	P6	OPS	White	OCOg to determine	Required	Allocation	Venue operations	YES
OCOg	Venue-specific	P6	OPS	White	OCOg to determine	Required	Allocation	Venue operations	YES



Stakeholder	Venue code	Parking/ access code	Stakeholder code	VAPP colour	Quantity	Obligation	Allocation/ rate card	Additional notes	Transferability
OCOG	∞	MDS	DEL	Orange	OCOG to determine	Required	Allocation	Required for deliveries to venues	YES
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	YES
OCOG	∞	AP	OPS	Red	OCOG to determine	Required	Allocation	Key operations vehicles not requiring parking	YES
OCOG	Venue-specific	AP	OPS	Red	OCOG to determine	Required	Allocation	Key operations vehicles not requiring parking	YES
OCOG	∞	AP	OPS	White	OCOG to determine	Required	Allocation	Venue operations vehicles not requiring parking	YES
OCOG	Venue-specific	AP	OPS	White	OCOG to determine	Required	Allocation	Venue operations vehicles not requiring parking	YES

* 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.

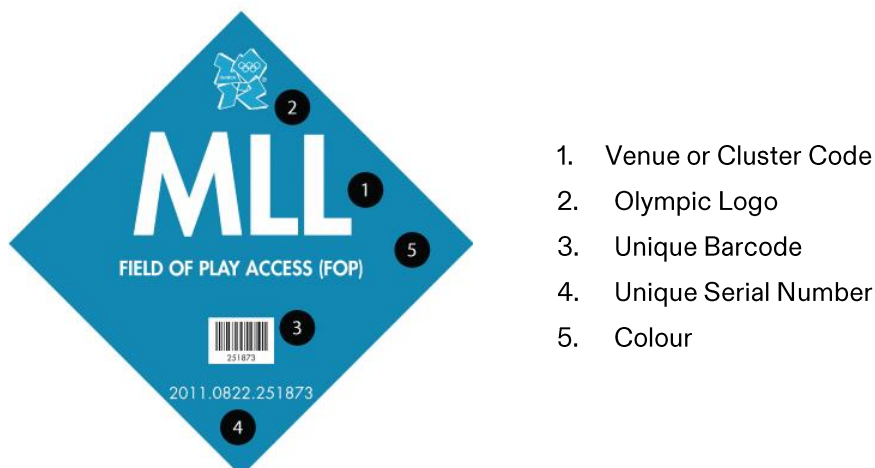


- | | |
|------------------------------|-------------------------|
| 1. Olympic Logo | 5. Colour |
| 2. Ceremony Name | 6. Unique Barcode |
| 3. Area Number (if required) | 7. Unique Serial Number |
| 4. Day of Validity | |

Figure 21: Ceremonies VAPP, Olympic Games London 2012

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.



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

Figure 22: FOP access, Olympic Games London 2012

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.



Figure 23: Olympic Village RZ access, Olympic Games London 2012

Broadcast compound permits

The broadcast compound is not a recognised parking area however it provides a staging area for operational vehicles that support operations 24 hours a day inside the compound . There are two types of compound passes: All venues (∞) and venue specific. These VAPPs control vehicle access to the compounds, with the type and number determined and distributed by OBS.



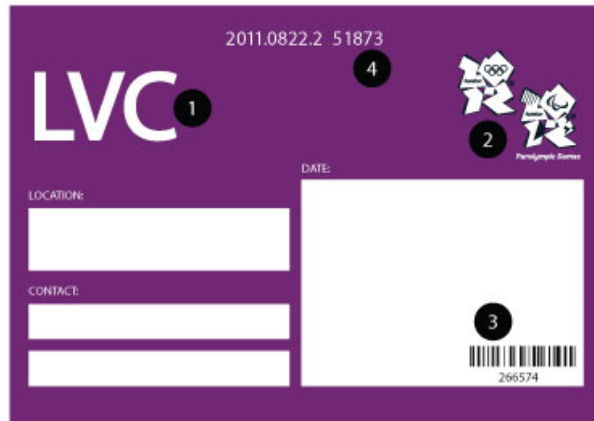
Figure 24: Broadcast compound permit, Olympic Games London 2012

Additional secondary VAPPs might be required for OBS and MRHs’ operations to access the Satellite Farm, television studios, specific areas near the IBC, etc.

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 TPC for members of the NOC delegations to arrive to the Olympic Village. The arrival VAPP would provide access and parking for a specified period 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.



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

Figure 25: Day VAPP, Olympic Games London 2012

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 and 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 P&P 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 P&P.

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 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 at a minimum:

- stakeholder group;
- RO (or VAPP owner);
- VAPP serial number;
- venue code;
- parking/access code;
- stakeholder code;

- vehicle registration number(s) (when applicable); and
- contact number for the RO's VAPP liaison.

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 be captured in the VAPPs database, also to enable transferability.

These details allow the VAPP office team to contact the RO's VAPP liaison should there be any issues with their allocated VAPPs 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 a guaranteed parking space (e.g. IF Delegates, dignitaries, nominated P1/P2, 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. MRHs at IBC, Olympic family at OFH, NOCs at OLV).

9.6.1. Parking zone allocation within a venue

Figure 26 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. The size of the bubble shows the arrival timeframe of the respective stakeholder but does not reflect the size of the stakeholder group.

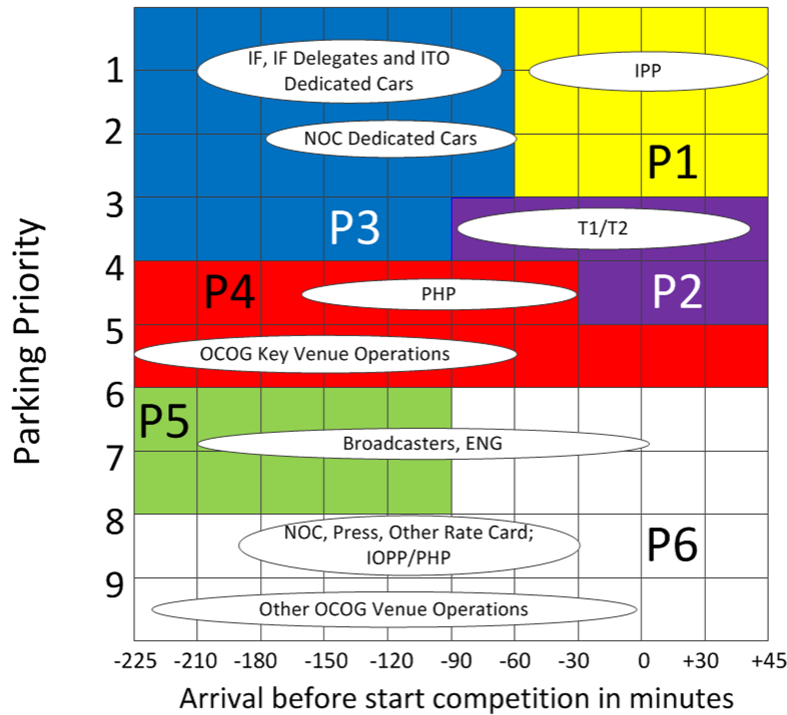


Figure 26: Comparison of parking allocation and arrival patterns for different stakeholder groups for the Back of House (BOH) at a competition venue

Code	Colour	Stakeholder
P1	Yellow	IPPs (including HOS/HOG, IOC President) and other nominated stakeholders agreed by the IOC
P2	Purple	Olympic family T-1/T-2 and IOC-allocated vehicles. 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	Media Rights-Holders (including OBS, MRH, 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)**
MPCP and hospitality support vehicles as they operate FOH.

9.6.2. Location of car parks within the competition venue

The location of each parking area within the competition, training and non-competition venues depends on several 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 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 T-A) 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 (T-A, T-M, T-F, DDS, T-P), the less the pressure is for parking spaces. Stakeholders must have the option to travel to and from the venue.

Parking allocations at training venues focus 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 27 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.

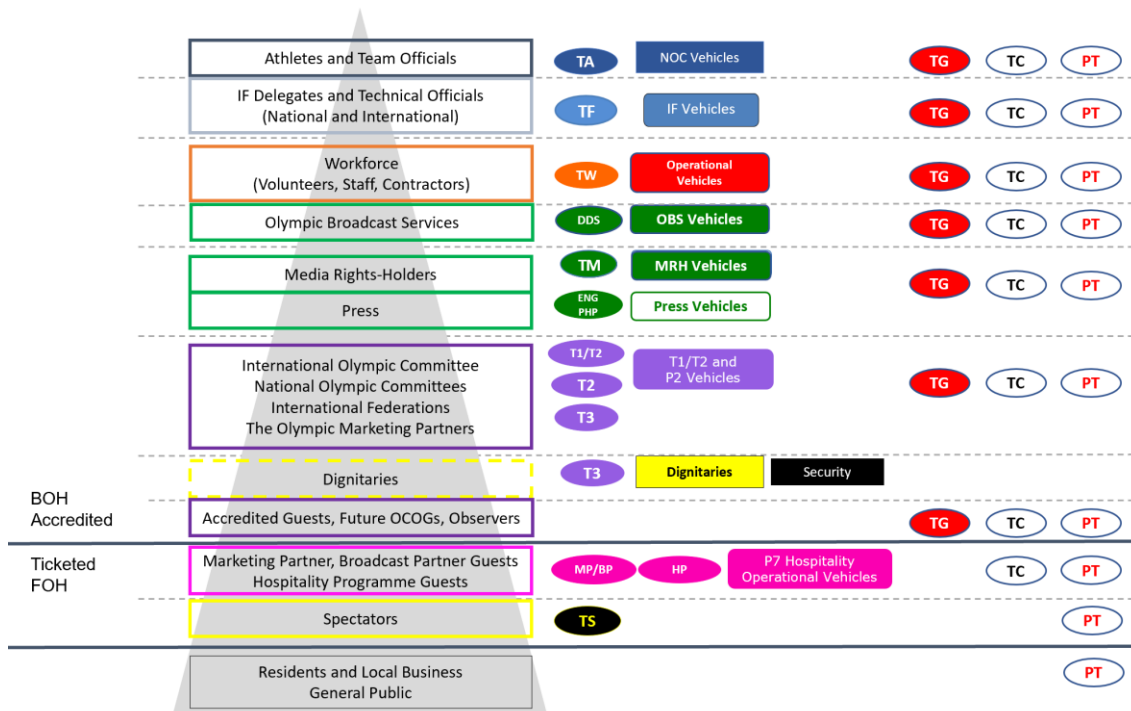


Figure 27: Overlay of the transport stakeholder priority pyramid and all services and vehicles

Figure 28 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.

IOC Guide to Parking and Permits

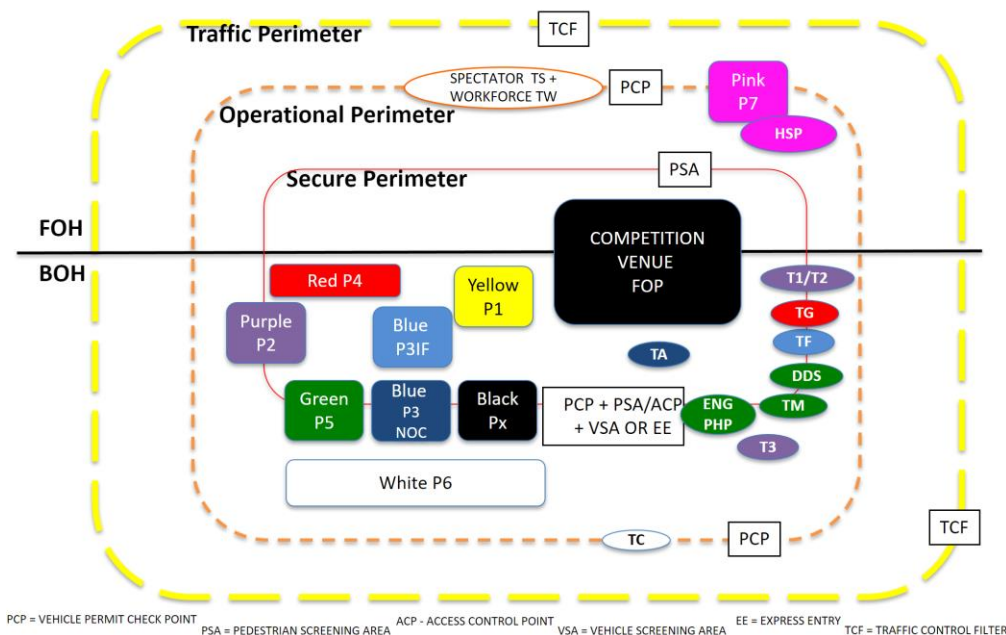


Figure 28: Ideal location of stakeholder car parks at a competition venue

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, 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 venue secure perimeter) for P1 and P2 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.

Dark blue (P3)

- NOC vehicles are located as close as possible to the athlete load zone and athlete entrance (generally located inside the venue 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 areas, 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 venue secure perimeter, it should be provided inside the venue operations and security perimeter, with P6 parking.
- Locate operational parking close to BOH entrances.

Green (P5)

- The location of broadcast parking areas (inside or outside the venue secure perimeter) is defined venue-by-venue according to the OBS/MRH 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/MRHs/ENG vehicles may have spaces both inside and outside the venue secure perimeter, within the venue operations and security perimeter, to meet their overall needs depending on space availability.

- Depending on the distance between P5 parking and the venue media entrance, MRHs may require a dedicated ENG load zone and/or dedicated parking inside or outside the venue secure perimeter to satisfy ENG operational needs.
- OBS/MRH 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 venue secure perimeter, within the venue operations and security 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 venue secure perimeter at the FOH.
- Hospitality guests are not accredited; they enter the venue with a ticket as a spectator. Their hospitality staff are accredited however and require FOH access to stay with their guests.
- Ideally, P7 parking provides a ‘park and walk’ option for the hospitality guests of Marketing Partners, MRHs and commercial hospitality
- 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 28) represents a simplified venue model. There are variations to the model, for example:

- The amount of parking within the venue secure perimeter and the venue operations and security 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 venue 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 1

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



Example 2

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



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 29 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 Event Transport Manager at the venue will determine if overflow for P5 and PX is possible, depending on the space available.

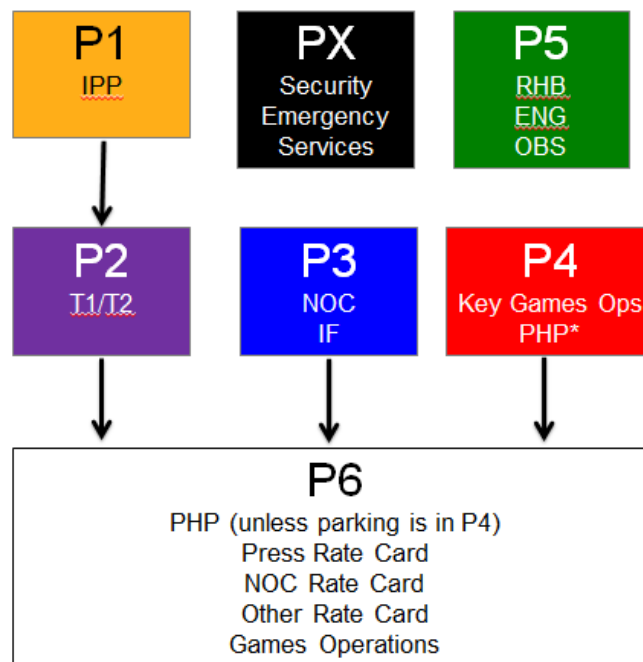


Figure 29: Overflow parking for each colour to be used if the designated car park is fully occupied

ANNEX

Annex I Master Schedule (MS) reference

List of milestones

This chapter lists the milestones for the accreditation activities that the OCOG, Ros and other bodies concerned must comply with. Most of these milestones can be found within the MS. 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 MS, the Mse 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	Produce Press by Number registration material and send to IOC for approval – “E” category	OCOg	IOC
17 months	Distribute Press by Number registration material to NOCs	OCOg	NOC
14 months	Deadline for NOCs to return completed “Press by Number Accreditation” forms to OCOg	OCOg	NOC
12 months	Produce Application for Accreditation registration material and send to IOC for approval – 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
9 months	Produce Application for Accreditation registration material and send to IOC for approval – All categories excluding NOC and “E”	OCOg	IOC

Deadline	Action	Resp. Org.	Concerned Org.
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	Deadline for Accreditation forms for press received from all NOCs and Press Organisations – “E” category	OCOG	Press/NOC
5 months	Venue accreditation zoning process completed	OCOG	IOC
4 months	Deadline for Accreditation forms from Media 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 PVCs – NOC	OCOG	NOC
2 months	Produce and distribute PVCs – All remaining categories	OCOG	All
2 months	Start operation of Workforce Accreditation Centre and commence validation of PVCs	OCOG	All
1 month	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 VAOs	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
From pre-opening of the Olympic Village	On arrival of each NOC Chef de Mission, DRM with OCOG	OCOG	NOC



Deadline	Action	Resp. Org.	Concerned Org.
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 Ros	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
After the Games	Send all completed “Conditions of Participation” forms to the IOC	OCOg	IOC

CHANGES FROM PREVIOUS VERSIONS

Context

This version of the Accreditation at the Olympic Games – Detailed Specifications (December 2022) is applicable in the context of accreditation to be used during the Olympic Games Paris 2024. 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.
Updated examples	Sample images have been updated in the document.
Section 2.1.5. IF guest pass	Eligibility for IF guest passes applied to both Summer and Winter Games (previously only to the Olympic Summer Games).
Chapter 4. Accreditation process	Clarification on stakeholders' accreditation processes have been added.
Chapter 7. Team officials	Various updates have been made from section 7.1 to section 7.4, including new information on officials (i.e. Welfare Officers, Chaperones), alternate athletes and the removal of the Training Access Pass (TAPs) (formerly under 2.1.6). Review of P quota system.
Chapter 8. Accreditation charts	Certain stakeholder language, entitlements and quotas have been updated from section 8.2. to section 8.9. New details provided on High Demand Event Ticketing process for Press and NOC E Accreditation. NOC E created for press attachés and NOC staff producing content for their NOC's website, publications. NOC Es created for press attachés specialising in a single sport. Mixed Zone (MZ) access to the athletes' side of the Press Mixed Zone will be added to the OIAC for NOC E/NOC Es (as an option) and Ao Press attachés.
Section 8.1. Accreditation charts legend	Addition of Transport Connect (T-C) and T-X services.
Section 9.3.5. Primary VAPP allocation table	Addition of NOC wax cabin VAPPs and P7 Hospitality VAPPs. Adjustments of VAPPs according to the new Transport entitlements.



CROSS-REFERENCED DOCUMENTS

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

Document name
Olympic Charter
Olympic Host Contract – Principles
Olympic Host Contract – Operational Requirements
Accreditation at the Paralympic Games – Detailed specifications (July 2019 or any subsequent updated version) (OHC – Operational Requirements ACR Annex 2)
Games Delivery Playbook
Olympic Games Guide on Media Part 1 – General Services and Press Operations
Olympic Games Guide on NOC and NPC Services
Olympic Games Guide on Olympic Family and Dignitary Services
Olympic Games Guide on Olympic and Paralympic Villages
Olympic Games Guide on Sport
Olympic Games Guide on Ticketing
Olympic Games Guide on Transport
IOC Press Accreditation Strategic Plan
Qualification System for each discipline

GLOSSARY AND ACRONYMS

Glossary

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 latter 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 accredited person'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.
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 an RO in order to be accredited for the Olympic Games.
Badging	The process of issuing an OIAC.



Term	Definition
Closed venues	Venues where the spectator capacity is limited and not expandable.
“Conditions of Participation” form (formerly known as “Eligibility Conditions” form)	<p>For members of NOC and IF delegations 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 (NOC delegation members only) and will:</p> <ul style="list-style-type: none"> • respect the spirit of fair play and non-violence and behave accordingly; and • respect and comply in all aspects with the World Anti-Doping Code. <p>Two separate versions of the “Conditions of Participation” form will be produced – one for NOCs and one for IFs. The contents of the forms will be prepared by IOC Legal Department.</p>
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 (OVP)	Formerly 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).
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.

Term	Definition
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 H Stand 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 entitlements.
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
ACP	Accreditation Check Point
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
ATO	Additional Team Official
AV	Audio-visual
BOH	Back of House
CAS	Court of Arbitration for Sport
CATV	Cable Television
DARF	Dignitary Accreditation Request Form
DDS	Direct and Dedicated Service
DRM	Delegation Registration Meeting
DRP	Delegation Registration Process
DRS	Daily Run Sheet
DSLA	Detailed Service Level Agreement
EB	Executive Board
ENG	Electronic News Gathering
ETS	Estimated Team Size
FCC	Functional Coordination Centre
FOH	Front of House
FOP	Field of Play
GEP	Games Experience Programme
GPO	Guest Pass Office
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
ITA	International Testing Agency
LAR	Late Athlete Replacement



Acronym	Expanded acronym
MBC	Mountain Broadcast Centre
MDS	Master Delivery Schedule
MOC	Main Operations Centre
MPC	Main Press Centre
MPCP	Marketing Partner Coach Programme
MRH	Media Rights-Holders
MS	Master Schedule
NF	National Federation
NOC	National Olympic Committee
NTO	National Technical Official
OB	Outside Broadcast
OBS	Olympic Broadcasting Services
OCOG	Organising Committee for the Olympic Games
OFH	Olympic Family Hotel
OGK	Olympic Games Knowledge
OHC	Olympic Host Contract
OIAC	Olympic Identity and Accreditation Card
OIS	Olympic Information Service
ORN	Olympic Route Network
OVP	Olympic Village Plaza
P&P	Policies & Procedures
PCP	Permit Check Point
PFH	Paralympic Family Hotel
PHP	Photo Pool
POA	Point of Arrival
PTO	Primary Team Official
PVC	Pre-Valid Card
RFID	Radio Frequency Identification
RO	Responsible Organisation
ROU	Responsible Organisation Undertaking
RZ	Residential Zone
SACD	Supplementary Access Control Device
SLA	Service Level Agreement
SRS	Ski Racing Suppliers Association
T&S	Timing & Scoring
TO	Technical Official
TOC	Technology Operations Centre
TOP	The Olympic Programme



Acronym	Expanded acronym
TPC	Team Processing Centre
UAC	Uniform and Accreditation Centre
UAP	Ultimate Access Programme
UV	Ultraviolet
VAPP	Vehicle Access and/or Parking Permit
VAPPS	Vehicle Access and/or Parking Scheme
VGM	Venue General Manager
VMC	Venue Media Centre
VOP	Venue Operations Plan
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
ZCP	Zone Check Point

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