MEDIA RULES

PART 2

FIG is an AIPS Member
TABLE OF CONTENTS

FOREWORD ................................................................................................................................. 4

1. PRINCIPLES ......................................................................................................................... 5
   1.1 Accreditation ..................................................................................................................... 5
   1.2 Restriction to professional staff ....................................................................................... 5
   1.3 Number of accreditations ................................................................................................. 5
   1.4 Scope and policy ............................................................................................................... 5

2. DEFINITIONS .......................................................................................................................... 6
   2.1 Journalist / Photographer ............................................................................................... 6
       Freelancer .......................................................................................................................... 6
   2.2 Website Editor / Blogger ............................................................................................... 6
   2.3 Representatives of the FIG Affiliated Unions / Federations ................................................ 7
   2.4 Sanctions – Withdrawal .................................................................................................... 7

3. ACCREDITATIONS PROCESS ............................................................................................... 8
   3.1 Visa application for media representatives ..................................................................... 8

4. CATEGORISATION .................................................................................................................. 9

5. ACCESS ZONES .................................................................................................................... 11
   5.1 The case of Gymnastics for All events ............................................................................ 11
       Delegation members acting as media representatives ....................................................... 11

6. ACCESS TO MEDIA POSITIONS ......................................................................................... 12
   6.1 Media Pools ...................................................................................................................... 12
   6.2 Training halls .................................................................................................................... 13
   6.3 Podium training ............................................................................................................... 13
   6.4 FOP – Field of Play ......................................................................................................... 14
   6.5 Mixed Zone (MZO) ......................................................................................................... 15
   6.6 Farewell party / Banquet ................................................................................................. 15
   6.7 The case of Gymnastics for All events............................................................................ 16
       Media access to the venues ............................................................................................... 16
       Opening & closing ceremonies ......................................................................................... 16
       Group performances / Large groups ............................................................................... 16
       National performances .................................................................................................... 16

7. PRESS FACILITIES AT THE VENUE ................................................................................. 17
   7.1 Media Welcome Desk ...................................................................................................... 17
       7.1.1 Documentation ......................................................................................................... 18
       7.1.2 Longines Web CIS .................................................................................................... 18
7.1.3 Internet access ........................................................................................................ 18
7.2 Main Press Centre (MPC) ............................................................................................ 19
  7.2.1 Opening hours ........................................................................................................ 19
  7.2.2 Size, seats, tables, equipment ................................................................................ 19
7.3 Photographers work room .......................................................................................... 19
7.4 Photo download area .................................................................................................. 20
7.5 Photo positions ........................................................................................................... 20
  7.5.1 Technical regulations ............................................................................................. 20
  7.5.2 Medal ceremonies .................................................................................................. 21
  7.5.3 Remote cameras .................................................................................................... 21
  7.5.4 Catwalk ................................................................................................................ 22
  7.5.5 Behaviour ............................................................................................................. 22
  7.5.6 Rights to sell pictures ............................................................................................ 22
7.6 Press grandstands ........................................................................................................ 23
  7.6.1 Fully equipped grandstands .................................................................................. 23
7.7 Mixed Zone ................................................................................................................ 24
  7.7.1 Organisation ........................................................................................................... 24
  7.7.2 Working Order ...................................................................................................... 24
  7.7.3 Layout .................................................................................................................. 25
  7.7.4 Translations and translators .................................................................................. 25
  7.7.5 Quotes and editing area ......................................................................................... 25
  7.7.6 Security ................................................................................................................ 25
7.8 The case of Gymnastics for All events ......................................................................... 25
8. PRESS CONFERENCES .......................................................................................... 26
  8.1 Principles ................................................................................................................... 26
  8.2 Opening / Closing press conferences ...................................................................... 26
  8.3 Requested press conferences ................................................................................... 26
  8.4 Technical / Reminder ............................................................................................... 26
9. FIG MEDIA FACILITIES AT THE VENUE .............................................................. 28
  9.1 FIG Media Office ..................................................................................................... 28
  9.2 FIG Editing Positions ............................................................................................... 28
  9.3 FIG TV Operations Room ....................................................................................... 28
  9.4 Media volunteer ....................................................................................................... 29
10. CONCLUSION ............................................................................................................. 30
APPENDICES .................................................................................................................. 30
FOREWORD

Dear Friends and Colleagues, dear LOC Media Officers,

Part 2 of the FIG Media Rules is a tool for media officers working with any organiser of a Gymnastics World Championship event. It is both a set of regulations and a guide.

As a set of regulations, it applies to media accreditation and the construction of media zones; it functions as a guide through the recommendations that come as a result of experiences gleaned over time.

It was written to save you time and money, and to prevent uncomfortable situations. In brief, it was written to help you.

And while countries, host cities, competition venues and working conditions vary from one competition to the next, the way in which we receive the press must remain consistent at all times.

We work for the press, and not against it. We need it just as much as it needs us, and the FIG media attitude is a key to the success of our competitions.

This manual is complemented by Part 1 of the FIG Media Rules, the document that outlines the rules to be respected by the attending media.

We remain at your disposal and thank you for your kind cooperation.

Best wishes,

FEDERATION INTERNATIONALE DE GYMNASTIQUE

Media and Communications Department

LAUSANNE (SUI), FIG Office, January 2019
1. PRINCIPLES

1.1 Accreditation

Accreditation means the possession of an Identity Card issued by the LOC and approved by the FIG, which allows the cardholder free access to all or parts of installations reserved for on-site media, as well as the right to access facilities and services offered by the LOC in the city hosting an FIG event.

1.2 Restriction to professional staff

Only professional journalists, editors and photographers operating for editorial purpose, or producing an item containing informative content, will be accredited.

Refer to Chapter 2.

*Editorial use implies use by a media organisation, including: agencies, newspapers, magazines, TV, radio, Internet, and/or an extension within an existing multimedia-company (newspaper, magazine, TV, agency), as well as representatives of the FIG affiliated or associated unions and national federations acting as media for their press and communication activities.*

*Informative content implies editing of original information.*

1.3 Number of accreditations

The limits of media accreditations per organisation are set as follows:

*Written Press (newspaper, magazine, news websites, agencies and national federations): max. two (2) professionals per organisation;*

*Photographer: max. one (1) professional per organisation (including national federations and with the exception of agencies);*

*Gymnastics websites and blogs: max. one (1) EE and one (1) EEP per organisation;*

*Radio: max. two (2) professionals per organisation;*

*Broadcaster (non rights holder ENR): max. three (3) professionals per organisation*

1.4 Scope and policy

The current FIG Media Rules apply for official FIG events as per Appendix A as well as for all FIG World Cups, World Challenge Cups and FIG sanctioned events.

Any person who has a prior violation of any FIG Rules and Regulations and/or disregarded instructions given by FIG officials at events will not be accepted for media accreditation.

Please also refer to the Professional Journalism Policy (Appendix Y).

*The FIG is partner of AIPS since 1979.*
2. DEFINITIONS

2.1 Journalist / Photographer

Journalist / Photographer refers to a full time professional activity employed by agencies, newspapers, networks, who holds an official and valid press card issued by recognised international press agencies, and official national or international Sports Journalist Associations. This includes editors of the designated media’s official website.

Freelancer

A freelance journalist or photographer is a full time professional editor or photographer, who is not employed by an agency or newspaper – a self-employed professional.

A freelance editor or photographer must provide written evidence that he/she operates on behalf of a clearly identified media.

A freelance editor or photographer operating under his/her own account will not be accepted.

Also refer to the Photo & Video Policy (Appendix Z).

2.2 Website Editor / Blogger

Website editors and bloggers can apply for recognition and acceptance by the FIG with the identity and status of an independent website, be it “stand alone” or multisport. Blogs are accepted as public journalism when they function integrated within a recognised journalistic media. Exclusive coverage on social media platforms is not recognised as journalism and therefore media accreditation will not be granted for such.

A multisport (several or all sports) website should be recognised and registered as a real and full journalistic medium by the respective official national general journalism organisation and/or their legal authorities for media affairs.

A website specialising in Gymnastics must be recognised by its respective national federation.

Sites which function mainly as pass- through-sites for edited copy/paste-content will not be recognised as a press medium.

Fan sites, sponsor-sites, promotional sites and event-linked sites will not be recognised as a press medium.

Blogs that publish pirated videos and other illegally copied content on their websites and / or video channels will not be recognised and therefore not considered for media accreditation.

Also refer to Appendices D and E.
2.3 Representatives of the FIG Affiliated Unions / Federations

For representatives of the FIG affiliated or associated national federations or continental unions acting as media for their press and communication activities, the FIG will deliver limited credentials per federation or union as per chapter 1.3. This includes web editors and photographers.

*When requesting accreditation, the federation must submit an official document duly signed by its President or Secretary General, attesting in good faith the position of the media delegate(s) to the FIG by email.*

A double accreditation request (i.e. press and delegation member) will not be accepted.

*According to the Accreditation Rules, members of this category will be entitled to use both the media (TM) and delegations’ (T3) shuttle services and use both the media and delegations’ entrances to the venue. Their accreditation cards will hence figure both colours (yellow and green).*

*The additional green colour will become mandatory from 01.01.2020.*

2.4 Sanctions – Withdrawal

Upon violation of any of the conditions stated in the Media Rules or upon non-compliance with instructions given onsite, the FIG reserves the right to withdraw accreditation, with or without prior warning as well as deny accreditation to future FIG events.

In case of sanctions issued by the FIG, everyone has the opportunity to appeal to the FIG Secretary General within 21 days from the notification of the sanction. For more details, please refer to the Appendix F, Sanction Procedures.
3. ACCREDITATIONS PROCESS

Each request for accreditation by media representatives for official FIG events as per Appendix A must be registered on the media section of the FIG website at https://media.gymnastics.sport.

Each request must be approved by the FIG. Media accreditation requests for the FIG Council and Congress must be approved by the Secretary General.

The dates of the registration process are listed in Appendix A.

Within the deadlines, the FIG will:

- confirm to applicants the validity of the accreditation,
- investigate the validity of the application,
- or reject the application.

The system generates an automatic message which is sent to each applicant.

Also refer to the Media Accreditation Policy (Appendix X).

Accreditation cards will be issued by the LOC according to the FIG Accreditation Rules and have to include the media representatives’

- POSITION (journalist - photographer - cameraman);
- TITLE (agency - newspaper - network) and
- MEDIA CATEGORY (E - EP - EF - ENR etc.)

Media representatives will receive their credentials at the venue at a special and separate "Media Welcome Desk" set up by the LOC.

3.1 Visa application for media representatives

The LOC Media Officer will provide information on documents that are required for media representatives who need a visa to enter the host country of the respective event.

Together with a contact at the LOC, the list of documents will be published on the online Media Manager platform at https://media.gymnastics.sport.

Upon receipt of the required documents, the LOC will provide an official invitation letter to approved media representatives.
4. CATEGORISATION

The FIG uses IOC-recognised abbreviations, colour and zone access currently in force at most significant sports events the world over. Journalists will acknowledge eligibility with a universal identification structure and access.

In addition, the FIG uses its specific categorisation ID.

Please refer to this excerpt from the FIG Accreditation Rules:

<table>
<thead>
<tr>
<th>1. WRITTEN PRESS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E</strong></td>
<td>Written Press</td>
<td>Editors printed press – WNPA¹ – Radio representatives</td>
</tr>
<tr>
<td><strong>EP</strong></td>
<td>Photographer</td>
<td>Photographers printed press - WNPA¹</td>
</tr>
</tbody>
</table>

¹ World News Press Agencies

<table>
<thead>
<tr>
<th>2. WEBSITES / Digital Media</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EE</strong></td>
<td>Web Editor</td>
<td>Web Editors of recognised websites / blogs / podcasts</td>
</tr>
<tr>
<td><strong>EE-P</strong></td>
<td>Web Photographer</td>
<td>Web Photographers²</td>
</tr>
</tbody>
</table>

² The EE-P category was created to identify web photographers of the top blogs/websites. Photographers accredited EE-P are allowed to use the EP zones. Restrictions / Prioritisation may apply.

<table>
<thead>
<tr>
<th>3. FIG AFFILIATED</th>
<th>FEDERATIONS³</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E F</strong></td>
<td>NF Written Press</td>
<td>Editors of Continental Unions / National Federations</td>
</tr>
<tr>
<td><strong>E F-P</strong></td>
<td>NF Photographer</td>
<td>Photographers of Continental Unions / National Federations</td>
</tr>
</tbody>
</table>

³ The additional green colour will become mandatory from 01.01.2020.

<table>
<thead>
<tr>
<th>4. TELEVISION</th>
<th>NON-RIGHTS HOLDERS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENR</strong></td>
<td>TV Non-rights Holder</td>
<td>Broadcaster / Network / Web Video Non-rights Holders</td>
<td></td>
</tr>
</tbody>
</table>
## 5. TELEVISION

### HOST BROADCASTER

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HB-A</td>
<td>Host Broadcaster</td>
<td>Director (head)</td>
</tr>
<tr>
<td>HB-B</td>
<td>Host Broadcaster</td>
<td>Production (producers, commentators, consultants)</td>
</tr>
<tr>
<td>HB-C</td>
<td>Host Broadcaster</td>
<td>Technical staff (cameramen, technicians, assistants)</td>
</tr>
</tbody>
</table>

(The accreditation of all HB staff is the responsibility of the LOC, not of the FIG.)

## 6. TELEVISION

### RIGHTS HOLDERS – WEB VIDEO RIGHTS HOLDERS

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RT-A</td>
<td>Rights Holder</td>
<td>Director (head)</td>
</tr>
<tr>
<td>RT-B</td>
<td>Rights Holder</td>
<td>Production (producers, commentators, consultants)</td>
</tr>
<tr>
<td>RT-C</td>
<td>Rights Holder</td>
<td>Technical staff (cameramen, technicians, assistants)</td>
</tr>
</tbody>
</table>
5. ACCESS ZONES

For the categorisation and zone access charts, please refer to the Appendix G.

5.1 The case of Gymnastics for All events

The World Gymnaestrada and the World Gym for Life Challenge differ from other FIG events in that their popular content attracts the representatives of local newspapers and has a direct bearing on their number. There are few professional journalists, and rather a large majority of the press is made up of local or regional correspondents, most of whom may not be full time reporters.

Consequently, our selection criteria are adapted to these circumstances. A wider access is provided to the press hall to assure the greatest number of media representatives, whether professional journalists or not.

Delegation members acting as media representatives

*Since the FIG delivers only one single accreditation, people acting as media representatives for their federation (EF) will have the respective media zone (8) included on their accreditation cards.*

*This will allow access to the media facilities onsite, except at the opening and closing ceremonies.*
6. ACCESS TO MEDIA POSITIONS

6.1 Media Pools

A selection of the written press (E – EE – EF) and photographers (EP – EEP – EFP) will be made, with preferred working positions offered to those representing the most important international, national and regional publications. The selection will be made by the FIG Media Officer, in cooperation with the LOC Media Officer.

Priority will be given to:

- *International News / Photo Agencies;*
- *International newspapers & magazines;*
- *National and local newspapers and magazines designated by the LOC Media Officer.*

Media positions of the designated pool members in the **Media Grandstand** will be name tagged (identified by name and media organisation).

Pool Photographers will wear a *transferable* bib / jacket. The number of the available bibs corresponds with the capacity of the **photo positions.**

Photographers are not guaranteed access to the perimeter on floor level around the Field of Play. Depending on the setup of the arena and the number of accredited photographers, access may be restricted to positions in the upper courses.
6.2 Training halls

Media are allowed in the designated training halls during training days prior to the start of the competition. These days include the podium training day(s). The LOC will set up a designated Media Zone (10) in the training hall(s) to allow journalists to follow the sessions without disturbing gymnasts and coaches.

These areas will be designated with zone 10 displayed at the entrance (see illustration).

The training halls are restricted areas. Journalists, photographers and TV crews must remain strictly inside the designated media zone. Access must be limited and controlled in order to avoid an excessive influx of coaches, athletes, officials, etc.

The training halls will be accessible during official training days only. There will be no access on competition days.

6.3 Podium training

All accredited media will have free access to the FOP (Field of Play) during the official podium training sessions of all disciplines.

ENR TV crews (non-rights holders) have access to the training halls and to podium training with cameras.

Internet journalists are allowed to film during training and podium training sessions.
6.4 FOP – Field of Play

The FOP is a restricted area under the responsibility of the FIG TV Operations Officer. A temporary access card named FOP can be given out to allow access to the Field of Play. The FIG TV Operations Officer has the authority to deliver FOP cards. These cards remain the property of FIG. The LOC is invited to produce Field of Play cards that include the logo, colours and design elements of the championships (see illustrations).

General rules for TV personnel accessing the FOP:

TV personnel is required to wear dark clothing when accessing the FOP.
The Host Broadcaster staff does not require a FOP card to access the FOP.
For rights-holding TV broadcasters access to the FOP is restricted to cameramen. TV journalists are not allowed on the FOP.
6.5 Mixed Zone (MZO)

A specific Mixed Zone card is delivered to allow delegation members who do not hold a media accreditation or an ES-F card to escort their gymnasts to the Mixed Zone.

Holders of the MZO Card are allowed to escort their gymnasts in the athletes’ lane of the Mixed Zone.

This card remains the property of the FIG and is transferable. It is not valid if the holder is not wearing his or her personal ID & accreditation card.

The LOC is invited to produce Mixed Zone cards that include the logo, colours and design elements of the championships.

![Mixed Zone card](image)

Internet journalists are allowed to conduct filmed interviews in the Mixed Zone. They must, however, stay in their zone according to the working order as outlined under 7.7.2.

6.6 Farewell party / Banquet

For privacy reasons, access to the athletes and delegations’ Farewell Party is not open to the media, except for one ENG crew of the Host Broadcaster. Delegation members (EF and EF-P) are excepted from this rule, provided that they don't act as media during the banquet.
6.7 The case of Gymnastics for All events

Media access to the venues

It is understood worldwide that the holder of a media accreditation is allowed to access any media position in whatever the venue, without an additional card or ticket, except for the opening and closing ceremonies (as per Olympic Games).

Opening & closing ceremonies

All E accredited media (except EP – EEP – EFP) must ask for a ticket (a seat with a number). The LOC will deliver the exact number of tickets corresponding to the available number of seats equipped with a table on a first-come, first-served basis.


EP – EEP – EFP will pay attention not to disturb the group presentations and the HB production.

RT must use the TV positions as defined by the FIG TV Operations Officer.

Group performances / Large groups

Media positions are available. Otherwise free access.

National performances

E – EE – EF - ENR must remain in the designated Media zones.

EP – EEP – EFP must use the photo positions on the floor level, or non-occupied seats in the grandstand. EP – EEP – EFP are not allowed in the E positions. RT must use the TV positions as defined by the FIG TV Operations Officer.

Two media positions must be clearly identified as “FIG Editor” at each E working position.

At the World Gymnaestrada, the national evenings rehearsals are a 'No Go Zone' for the media!
7. PRESS FACILITIES AT THE VENUE

The Press facilities include all installations and infrastructure set up for the media on site. Part 2 of the FIG Media Rules outlines the elements that are necessary for the organisation and layout of media facilities.

It is obvious that the overall conditions (space, organisational infrastructure, premises, technical facilities, time and available budget) will influence and guide the Local Press Officer in his / her decisions and actions.

Special attention should be paid to the fact that journalists who come from very distant time zones will be present and may desire to communicate at all hours of the day or night with their countries.

7.1 Media Welcome Desk

The Media Welcome Desk is the centre of the onsite media operations.

It should be staffed at all times for the entire duration of the event. The number of staff on hand will vary according to the schedule. The LOC Media Officer’s office should be close to the Media Welcome Desk.

It should also be managed by staff who speak multiple languages and are equipped with the appropriate material, in order:

   - to help the media with any request;
   - to ensure the signing of the media and broadcaster declarations;
   - to register late accreditations and take photos of the applicants;
   - to distribute numbered photographer bibs in two different colours (pool and non-pool);
   - to hand out locker keys (against a deposit);
   - to give media representatives the specific internet passwords for the MPC and the press grandstands.

RG Worlds Stuttgart 2015       ART Worlds Glasgow 2015

It is crucial that this desk is permanently in contact by phone and email with the FIG Media Officer to react immediately to any crisis situation that should arise.

The LOC Media Secretariat should pay particular attention to welcoming its guests.
The staff should not only be able to supply any information regarding the competition (schedule, start lists, results, etc.) but also to reply to any questions related to transportation, catering and accommodation.

In addition, the Local Media Secretariat must be assisted by competent persons able to ensure the perfect setup and working of telecommunications, transmissions networks and computing.

7.1.1 Documentation

When leaving the Media Welcome desk, journalists and photographers will receive from the LOC a Media Guide produced by the LOC Media / Press Officer containing at least the following documents:

- the opening hours of the Main Press Centre;
- the official programme of the event with the detailed schedule of training and competitions;
- a list of all FIG authorities present and of the FIG Media Staff, and details of how to contact them;
- a plan of the venue, including media reserved work areas and any restrictions;
- a programme of non-sporting events (briefings, media conferences, official parties, receptions, important visits, etc.);
- a list of the participating countries and gymnasts (entry list), and details of how to contact them;
- any special schedules for transportation;
- a town map, a venue plan, a tourist programme, and a list of restaurants closing late.

Adding any advertising material is prohibited without prior authorisation of the FIG.

7.1.2 Longines Web CIS

The LOC will give all media representatives a copy of a specific URL in order to connect with the server of the LONGINES WEB CIS (Commentator Information Service). This programme provides access to all start lists and live results during competitions in addition to the live scoring that is available on the FIG website and mobile application.

Note: Since the introduction of this service to the press, traditional CIS monitors are no longer installed on the Media Grandstand and the MPC apart from one monitor for the FIG editing staff.

7.1.3 Internet access

The LOC will give to all accredited media representatives access to a free wireless Internet connection dedicated to the media only.
7.2 Main Press Centre (MPC)

The MPC is the central work room for all accredited media. It should be situated close to the FOP and the Mixed Zone and will include a media transport hub with shuttle buses and a parking lot for press only. The LOC is requested to provide free cold and hot drinks and snacks in the MPC. In addition, the LOC should make its best efforts to ensure that the media have options to buy lunches and dinners within or close to the venue during official training and competition days.

The MPC must include a cloakroom with adequate supervision, equipped with individual secured lockers for the personal property of journalists and photographers.

7.2.1 Opening hours

The Main Press Centre opens on the first training day.

The opening hours must be clearly displayed in the MPC and distributed to each accredited member of the media. In general, opening hours are fixed as follows:

<table>
<thead>
<tr>
<th>SECTIONS</th>
<th>SESSION STARTS</th>
<th>OPENING MPC</th>
<th>CLOSING MPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainings</td>
<td>10:00</td>
<td>09:30</td>
<td>15 minutes after the end of the session</td>
</tr>
<tr>
<td>Finals</td>
<td>14:00</td>
<td>09:00</td>
<td>2 hours after the end of the session</td>
</tr>
<tr>
<td>Finals</td>
<td>18:00</td>
<td>12:00</td>
<td></td>
</tr>
<tr>
<td>Finals</td>
<td>20:00</td>
<td>12:00</td>
<td></td>
</tr>
</tbody>
</table>

7.2.2 Size, seats, tables, equipment

Size and technical requirements are outlined in Appendix H.

7.3 Photographers work room

The LOC will designate a Photo Manager responsible for all photographers’ issues.

Depending on the space available, an area could be exclusively reserved for servicing computer and photographic equipment. This may be located in separate but nearby premises and available to EP, EEP, ESP accredited media only.

Bigger lockers will be available for photographers. They will be allocated on a first-come, first-serve basis, and require a deposit.

For World Championships in TRA – AER - ACRO and Gymnastics for All events, no Photographers Work Room is required.
7.4  Photo download area

At Artistic Gymnastics events, a photo download area should be created at FOP level, close to the photo positions, in order to allow photographers to connect their laptops and to download their files. This area must be secured.

7.5  Photo positions

At floor level, access for photographers should be on various sides of the podium, ideally with the possibility to move freely around the FOP. A stable fixed or rope barrier should separate photographers from the competition area. It must be ensured that photographers are able to work on raised platforms or a walkway. All platforms must be strong and stable.

7.5.1  Technical regulations

*Only monopods are allowed (no tripods).*

*The media entrance must not involve a long walk from the car park/bus drop-off point.*

*The use of flash is strictly forbidden.*

*If possible, full data about the lighting to be used at the event should be made available to the media before their arrival at the event. The light should be all of one type or source, i.e. daylight (colour temperature 5200 degrees Kelvin) or tungsten (colour temperature 3200 degrees Kelvin).*

*Any natural daylight from windows or the roof should be covered and blacked out.*

*An absolute minimum requirement for photographers at FIG events is a level of 1500 lux (horizontal reading).*

*Please note that the disciplines of Trampoline & Tumbling require high levels of light to be photographed successfully. The minimum level needs to be increased to at least*
1800 lux. The lighting is agreed upon by all parties before podium training commences and once agreed upon, it must not be altered during training or competition.

In accordance with FIG regulations, podium training must take place in full competition light.

7.5.2 Medal ceremonies

All pool photographers are allowed access to the FOP for the medal ceremonies. Medal ceremonies need to be organised in a way that TV cameramen & photographers can obtain images without being obstructed by officials, flowers, etc.

Camera angles should be created facing the ceremony and also in line with the position of gymnasts facing the flags. After the national anthems finish, gymnasts will be instructed by the master of ceremonies to pose together on the podium for a short photo call.

The FIG Media Officer must be informed regarding the protocol of the awards ceremonies. Coordination must be fixed with the hostesses present on the floor.

7.5.3 Remote cameras

All remote cameras must meet strict safety requirements. The Photo Manager will inspect all remote cameras and refuse any request that does not meet safety and the FIG TC President’s requirements. Remote cameras must be set up 2 hours prior to the start of competition and can be accessed at the end of the competition only.
7.5.4 Catwalk

Access to the Catwalk does not fall under the responsibilities of the FIG. Any request from media must be forwarded to the LOC, the only authority able to make the decision to allow this access or not. Catwalk access is an issue that needs very careful consideration as it comes with the risk of serious accidents for competitors and officials on the FOP. Incidents have happened when objects were dropped or knocked from the gantries during major events. Sports that do allow access keep it to a limited number of photographers who abide by strict rules and work under supervision. Proof of public liability insurance is essential (usually a minimum of £5 million).

7.5.5 Behaviour

In Gymnastics, photographers are closer to competitors than in many sports. Since great concentration is needed in our sport, photographers should bear this in mind and avoid excessive noise and movement. Quiet is especially important during routines on apparatus such as the Balance Beam and Vault, where gymnasts need to focus on the apparatus. The use of cell phones is prohibited on the floor level. If necessary for work, they could be tolerated in silent mode only.

In brief, the following points should be noted:

*Do not move when gymnasts are performing!*

*Do not interrupt competitors, coaches or officials during the competition or distract them to take pictures!*

*Do not leave equipment lying around, as it obstructs the movement of gymnasts, officials, the public or colleagues!*

*Do not block another photographer’s sightline if she/he was in position before you!*

*Do not stand in the way of spectators, officials or obstruct TV!*

*Wear dark clothing and no hats on the competition floor!*

The LOC Photo Manager will issue a specific document with some guidelines for photographers, since their number will vary from one event to another and in some cases they might be on the inexperienced side in working in this capacity. Photographers need to be informed on how to dress and method of working – i.e. from a kneeling position wherever possible in order not to block sightlines of colleagues outside the barrier, not working between the judges’ tables, not standing in front of FIG positions or in TV camera areas, no access to no go zones etc.

7.5.6 Rights to sell pictures

Selling or giving photos to gymnasts and / or their friends, families, fans or coaches is an additional, secondary activity, like a business.

However, many photographers today publish their own books through online publishers, or create books using publishing software. Such books, whether they exist in print or online, are seen by the FIG as editorial publications, similar in nature to any other published book, and selling or distributing them is not banned.

A calendar, however, is not considered an editorial publication.

Legal advice sought by photographers’ groups suggests that the law regards this as reasonable and that anyone who abuses an image, having been in possession of said terms and conditions, becomes responsible and liable – not the photographer. Photographers cannot be expected to be responsible for ‘orphan works’ (i.e. those that have been stolen and had their copyright, terms and conditions, etc., stripped off).
7.6 Press grandstands

The Press grandstands are available for the following media categories only: E - EF – EE. Radio reporters are not allowed to broadcast from the grandstands during competition. The entire section (tribunes) should be set up with a free dedicated, stable and powerful Wi-Fi Internet access. The LOC will provide 2 categories of press grandstands:

**fully equipped, and**

**seats only**

The size and technical requirements are outlined in the *Appendix H*.

Press grandstands are separated and secured from the public and other dedicated seating areas, because journalists often leave their places of work momentarily, leaving behind their material, in order to get flash quotes in the Mixed Zone.

Each row and place must be identified with the names of the media and the respective journalists. This may be restricted to the media pool only.

7.6.1 Fully equipped grandstands

This category of press grandstand will be provided and set up with tables, seats, power and LAN Internet access and will be allocated to the following category of media as a priority:

- **Journalists who have requested a fully equipped position with their accreditation**;
- **Deadline reporters, international written press providing immediate (24 hour) news coverage, major WNPA (World News Press Agencies); major international titles**;
- **Other E if seats are available**.

*Reminder for the LOC Press Officer:*

- **Always reserve 2-3 positions in the “fully equipped” section for the late arrival of major publications.**
- **Display the seating plan in the press hall.**
- **Identify working positions by name, and arrange them according to linguistic or editorial groups when attributing positions.**
- **Be sure that nothing obstructs the journalists’ sightline (crane camera, IRCOS camera), or inform them early on if this will be the case.**
- **Remind the journalists that no external demonstrations (clapping, cheering, whistling, flags) will be tolerated in the press tribunes. An eviction will follow the first warning.**
7.7 Mixed Zone

The Mixed Zone has become the second most important media hub, after the press tribune. It is most important to designate a Mixed Zone Manager to take care of this area.

The Mixed Zone must be equipped with appropriate space, allowing the journalists to interview the gymnasts. The idea of the Mixed Zone is to offer all media a privileged place in which they can witness and gather gymnasts' reactions immediately following the competition.

TV screens that are connected to the Host Broadcaster feed must be provided in the Mixed Zone.

7.7.1 Organisation

The LOC Press Officer and the Mixed Zone Manager are responsible for the management of the Mixed Zone in close co-operation with the FIG TV Operations and Media Officers.

The Mixed Zone must be situated at the immediate exit from the competition area and must be the same path that the athletes use to return to their locker rooms. A loop is not recommended.

When leaving the competition hall (after podium training, qualifications, finals and award ceremonies, respectively), the gymnasts must be led through the Mixed Zone by designated marshals. Coordination between the event floor and media managers is especially important for the flawless functioning of this operation, since the gymnasts are passed on from one area of responsibility to the next.

Any federation that does not ensure the appearance of their athletes in the Mixed Zone as stated above is fined for each infraction, according to the Technical Regulations (Reg. 4.11.15.).

Note: For gymnasts, the doping control sign in happens prior to entering the Mixed Zone. However, after having signed, the gymnasts must pass through the Mixed Zone before they follow the doping control officers.

7.7.2 Working Order

The Mixed Zone must be separated into four different sections:

1- Television section (HB and RTs);
2- Written Press (Agencies, FIG and LOC News Service)
3- Other Written Press and Radio section (E-EF-EE);
7.7.3 Layout

The sections above must be clearly separated and identified on the floor. The LOC Media Officer must pay attention to the branding / backdrop that must be placed facing the cameras. The layout must be approved by the FIG TV Operations Officer before the competition. Adequate lighting must be provided.

It is recommended to provide raisers on the athletes’ side of the Mixed Zone to compensate height differences during the interviews.

7.7.4 Translations and translators

In order to help journalists to get quotes and reactions from gymnasts, the LOC Press Officer must designate interpreters who can translate Russian, Chinese, Japanese, and Spanish into English and vice versa.

This means creating a pool of translators who will be identifiable by language, using a badge or distinctive sign.

An audio system could be set up to allow all journalists to listen to the translations. This should not interfere with the television Mixed Zone.

7.7.5 Quotes and editing area

In the Mixed Zone, we recommend to set up an editing area", where quote runners and journalists can type up and send the quotes to their respective media outlets.

All quotes taken by the LOC media staff must also be sent to the FIG editors and made available to the attending media.

7.7.6 Security

Presence of security personnel might be necessary in the Mixed Zone at times in order to control the media.

7.8 The case of Gymnastics for All events

Each hall will have its own press space.

Important: Be sure that nothing obstructs the journalists’ or photographers’ sightline (things such as cables, posts, panels, ads must not be in the way).
8. PRESS CONFERENCES

8.1 Principles
Since journalists have clearly signalled that the Mixed Zone will be their priority for individual interviews, medallists’ press conferences are no longer compulsory.

However, a press conference room is still required for special cases.

The decision to hold medallists’ press conferences will be made by the FIG in close cooperation with the LOC with regards to media interest, tradition, or meeting sponsors’ expectations, for example.

Only if a press conference is planned are federations responsible for the proper and timely appearance of the medallists. Any federation that does not ensure the appearance of their athletes as stated above is fined for each infraction, according to the Technical Regulations (Reg. 4.11.15.).

8.2 Opening / Closing press conferences
Opening and closing press conferences are optional.

The opening press conference is an opportunity for the FIG and the LOC to welcome the local media, local, national sponsors, to present the facilities and equipment and to give all recommendations. The President of the LOC and the President of the FIG or his/her designate must be present. Sponsors and/or LOC partners may attend and briefly present their contribution/awards.

The conference is generally concluded with a cocktail function hosted by the LOC/Sponsors.

8.3 Requested press conferences
Upon request, the LOC, the FIG, or any participating federations may ask to hold a press conference. A schedule / calendar must be clearly displayed in the press room. There should be no fees charged to the requesting party for press conferences.

8.4 Technical / Reminder
If a conference is planned, it should take place in an area near the MPC. This area must be equipped with a sound system and a simultaneous translation system, or translators provided by the LOC.
Great care should be taken in the following:

- **On the floor / stage: participants must be identified.**
- A **backdrop is compulsory. It must be checked and approved by the FIG.**
- **Placement of cameras and photographers at the rear.**
- **Selection of a moderator.**
- **Selection of languages.**
- **Audio recording of the conference.**
- **To announce the duration / number of questions.**
- **Check with colleagues about asking the first question.**
9. FIG MEDIA FACILITIES AT THE VENUE

From the day of arrival of the FIG Media staff and until the last day of competitions, the LOC must provide the following facilities:

9.1 FIG Media Office

This room must be located, if possible, in or close to the MPC, to the LOC Media Officer's room and the Media Welcome Desk, in order to allow the FIG staff to react immediately to any request coming from the press.

The LOC must provide the following equipment in the FIG Media Office:

<table>
<thead>
<tr>
<th>DESIGNATION</th>
<th>SPECIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office set up for 6 people, including 4 desks and 6 chairs. To be locked at night</td>
</tr>
<tr>
<td>6</td>
<td>Power plugs 110-220V / 50Hz / 15A</td>
</tr>
<tr>
<td>6</td>
<td>Wireless Internet access, + 6 with Ethernet LAN cable 15 Mbps min in download 20 Mbps in upload</td>
</tr>
<tr>
<td>1</td>
<td>Access to a printer / copy machine + paper + install disk Color</td>
</tr>
</tbody>
</table>

9.2 FIG Editing Positions

The LOC will reserve two to three (2-3) positions in the fully equipped media tribune. These positions will be clearly identified as FIG Editing Positions.

9.3 FIG TV Operations Room

The LOC must provide one additional room for the FIG Television editing crew.

<table>
<thead>
<tr>
<th>DESIGNATION</th>
<th>SPECIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Big work room set up for 6 people, including 6 desks and 6 chairs. To be locked at night</td>
</tr>
<tr>
<td>6</td>
<td>Power plugs 110-220V / 50Hz / 15A</td>
</tr>
<tr>
<td>6</td>
<td>Wireless Internet access, + 6 with Ethernet LAN cable 15 Mbps min in download 20 Mbps in upload</td>
</tr>
<tr>
<td>1</td>
<td>Printer + paper + install disk Color</td>
</tr>
</tbody>
</table>

Important: The Security Dpt. must be aware that the FIG Media personnel may need access to the FIG Television Operations Room at any time (INCLUDING DURING THE NIGHT).
9.4 Media volunteer

On special request, the Organising Committee is kindly requested to provide one volunteer, who will be at the FIG Media team’s disposal during training and/or competition days. The volunteer will support the FIG Media staff with various administration/technical work. It is advised to choose people with a background and interest in communications, fluency in English and computer friendliness. Specific indications depending on the tasks will be provided case by case.
10. CONCLUSION

The FIG Media Rules sets the general framework of a media management onsite during competitions. It is obvious that the physical setting, the available space, and the location will impact these basic rules.

It is also up to the Head of Media Operations of the LOC to provide solutions, keeping in mind that the quality of care, working conditions and distribution of information are among the priorities.

Thank you for your kind attention.

FEDERATION INTERNATIONALE DE GYMNASTIQUE

Communications Department

APPENDICES

Appendix A – Events and Contacts
Appendix B – Media Declaration
Appendix C - Broadcaster Declaration
Appendix D – Website Criteria
Appendix E – Website Questionnaire
Appendix F – Sanction Procedures

Appendix G – Access Zones
Appendix H - Seat Capacity
Appendix I – Late Registration
Appendix X – Media Accreditation Policy
Appendix Y - Professional Journalism Policy
Appendix Z – Photo & Video Policy