

# UEG MEDIA RULES 2018



*UNION EUROPÉENNE  
DE GYMNASTIQUE*

*EUROPÄISCHE  
TURNUNION*

*EUROPEAN UNION  
OF GYMNASTICS*



© UEG all rights reserved 2018










Contact: Tina Gerets - UEG Head of Media  
Email: [tgerets@ueg.org](mailto:tgerets@ueg.org)

## PREAMBLE

This document outlines the media facilities and services to be provided by the Local Organizing Committee (LOC) of any UEG event.

By delivering a high quality of services, the LOC and the UEG ensure the best possible coverage of the event.

The UEG MEDIA RULES are developed by the UEG Head of Media and apply to all UEG disciplines:

DISCIPLINES	UEG CODES	UEG PICTOS
<b>ARTISTIC GYMNASTICS</b>	<b>ART</b>	
MEN'S ARTISTIC GYMNASTICS	MAG	
WOMEN'S ARTISTIC GYMNASTICS	WAG	
<b>RHYTHMIC GYMNASTICS</b>	<b>RG</b>	
<b>TRAMPOLINE GYMNASTICS</b>	<b>TRA</b>	
<b>AEROBIC GYMNASTICS</b>	<b>AER</b>	
<b>ACROBATIC GYMNASTICS</b>	<b>ACRO</b>	
<b>TEAMGYM</b>	<b>TG</b>	
<b>GYMNASTICS FOR ALL</b>	<b>GFA</b>	
EUROGYM	EG	
GOLDEN AGE GYM FESTIVAL	GAGF	

The UEG MEDIA RULES are part of the responsibilities of the LOC. Any changes or adjustments must be approved by the UEG.

<b>PREAMBLE</b> .....	<b>2</b>
<b>A. GENERAL RULES</b> .....	<b>5</b>
1. Principles.....	5
2. Media identification / Categorisation .....	5
3. Status of Journalists, Editors and Photographers .....	6
a. <i>Professionals</i> .....	6
b. <i>Freelancers</i> .....	6
c. <i>Bloggers</i> .....	6
d. <i>Representatives of the National Gymnastics Federations</i> .....	6
4. Editorial Content .....	6
<b>B. ACCREDITATION PROCESS</b> .....	<b>7</b>
1. Registration .....	7
2. Media Accreditation / Welcome Desk.....	8
3. Media Declaration.....	8
4. Late Registration .....	8
5. ID Card.....	8
6. Data Transfer and Status of the Applications .....	8
7. Media Requirements.....	9
8. Media Pools.....	9
<b>C. ACCESS RULES</b> .....	<b>10</b>
1. Zones & Access.....	10
2. Training Halls.....	10
3. Warm up Hall.....	10
4. Podium Training .....	11
5. FOP - Field of Play Card.....	11
6. MZO - Mixed Zone Card .....	11
7. Farewell Party.....	11
<b>D. UEG MEDIA REQUIREMENTS AT THE VENUE</b> .....	<b>12</b>
1. UEG Media Positions in the Competition Area.....	12
2. Volunteers .....	12
<b>E. PRESS FACILITIES AT THE VENUE</b> .....	<b>13</b>
1. Media Welcome Desk.....	13
a. <i>Documentation</i> .....	13
b. <i>Scoring Web CIS access</i> .....	13
2. LOC Media Helpdesk.....	14
3. The MPC - Main Press Centre .....	14
a. <i>Opening hours</i> .....	14
b. <i>Equipment</i> .....	14
c. <i>Internet access</i> .....	15
d. <i>Drinks and snacks</i> .....	15
4. Photographers' Working Room .....	15
5. Press Grandstands / Press Tribune .....	15
a. <i>Full equipped</i> .....	16
b. <i>Seats only</i> .....	16
6. Kiss and Cry .....	16
7. The Mixed Zone (MZO) .....	16
a. <i>Organisation</i> .....	17
b. <i>Working Order</i> .....	17

# UEG MEDIA RULES 2018

---

c. <i>Lay-out</i> .....	17
d. <i>Translations</i> .....	17
e. <i>Quotes</i> .....	17
<b>F. PRESS CONFERENCES</b> .....	<b>18</b>
1. Opening Press Conference.....	18
2. Requested Press Conference.....	18
3. Medallists Press Conference .....	18
4. Technical.....	18
<b>G. PHOTOGRAPHERS</b> .....	<b>19</b>
1. Pool of Photographers .....	19
2. Principles.....	19
3. All Disciplines .....	19
4. Lighting.....	19
5. Medal Ceremonies.....	20
6. No Go Zone.....	20
7. Remote cameras .....	20
8. Download station .....	20
9. Catwalk.....	20
10. Specific rules / recommendations.....	21
11. General remarks .....	21
a. <i>Behaviour</i> .....	21
b. <i>Rights to sell pictures</i> .....	22
c. <i>Taking pictures &amp; Filming by delegations</i> .....	22
<b>H. TELEVISION</b> .....	<b>23</b>
1. Rights – Principles.....	23
2. Exclusivity.....	23
3. HB – RT – ENR access .....	24
4. UEG TV Coordinator.....	24
5. UEG Standard Graphics .....	24
6. Camera Set Up.....	24
8. Close Up.....	25
9. Behaviour in the Competition Area .....	25
Appendix .....	25
1. UEG Media Declaration.....	25
2. Late Accreditation Form .....	25
3. Request for Interview .....	25
4. Online Media Profile – Website Questionnaire .....	25

## A. GENERAL RULES

### 1. Principles

*Accreditation* means possessing an Identity Card issued by the LOC approved by the UEG, which allows the holder 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 a UEG event.

### 2. Media identification / Categorisation

The UEG uses IOC recognised abbreviations, colour and zone access, currently in force at most significant sports events over the world.

In addition, the UEG uses its specific categorisation ID.

#### 1. WRITTEN PRESS

<b>E</b>	Journalist	Editor Printed Press – WNPA (World News Press Agencies) - Radio
<b>EP</b>	Photographer	Printed Press – WNPA

#### 2. BLOGGERS

<b>EE</b>	Web Editor	Web Editors of recognised websites / blogs
<b>EEP</b>	Web Photographer	Web Photographers of recognised websites / blogs

#### 3. UEG AFFILIATED FEDERATIONS

<b>EF</b>	NF Editor	Editors of National Federations
<b>EFP</b>	NF Photographer	Photographers of National Federations

#### 4. TELEVISION NON-RIGHTS HOLDERS

<b>ENR</b>	Non-Right holder	Broadcaster / Network / Web Video Non-Right Holders
------------	------------------	---

#### 5. TELEVISION HOST BROADCASTER

<b>HB-A</b>	HB Head	Directors
<b>HB-B</b>	HB Production	Producers – commentators - consultants
<b>HB-C</b>	HB Technical	Cameramen - Technicians and assistants

The accreditation of all HB staff is the responsibility of the LOC, not of the UEG.

#### 6. TELEVISION RIGHTS HOLDERS – WEB VIDEO RIGHT HOLDERS

<b>RT-A</b>	RT Head	Directors
<b>RT-B</b>	RT Production	Producers – commentators - consultants
<b>RT-C</b>	RT Technical	Cameramen - Technicians and assistants

## 3. Status of Journalists, Editors and Photographers

### a. Professionals

**Professional journalists, editors and photographers holding an official and valid press card** issued by recognised international press agencies, and official national or international Sports Journalists Associations will be accredited.

### b. Freelancers

A Freelance Editor or Photographer refers to 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 it operates on behalf of a media clearly identified.

**A Freelance Editor or Photographer operating on his/her own account will not be accepted.**

### c. Bloggers

A website can apply for recognition and acceptance by UEG with the identity and statute of an independent website, “stand alone” or multisport. Blogs are accepted as public journalism when they function integrated within a recognised journalistic media.

- A multisport (several or all sports) website should be recognised and registered as a real and full journalistic medium by its official national general journalist’s organisation and/or their legal authorities ruling media affairs.
- Website specialised in gymnastics must be recognised by its national federation.
- Sites which function mainly as a pass-through-site for edited copy/paste-content cannot be recognised as a press medium.
- Fan-sites, sponsor-sites, promotional sites and event-linked sites cannot be recognised as a press medium.

### d. Representatives of the National Gymnastics Federations

For representatives of the UEG affiliated National Federations, acting as media for their Press & Communication activities, the UEG will deliver max. 2 EF and 1 EFP accreditations per Federation.

When requesting accreditation, the Federation must submit by mail an official document duly signed by its President, attesting in good faith the position of the Media delegate(s).

A double accreditation (press and delegation member) is not accepted.

## 4. Editorial Content

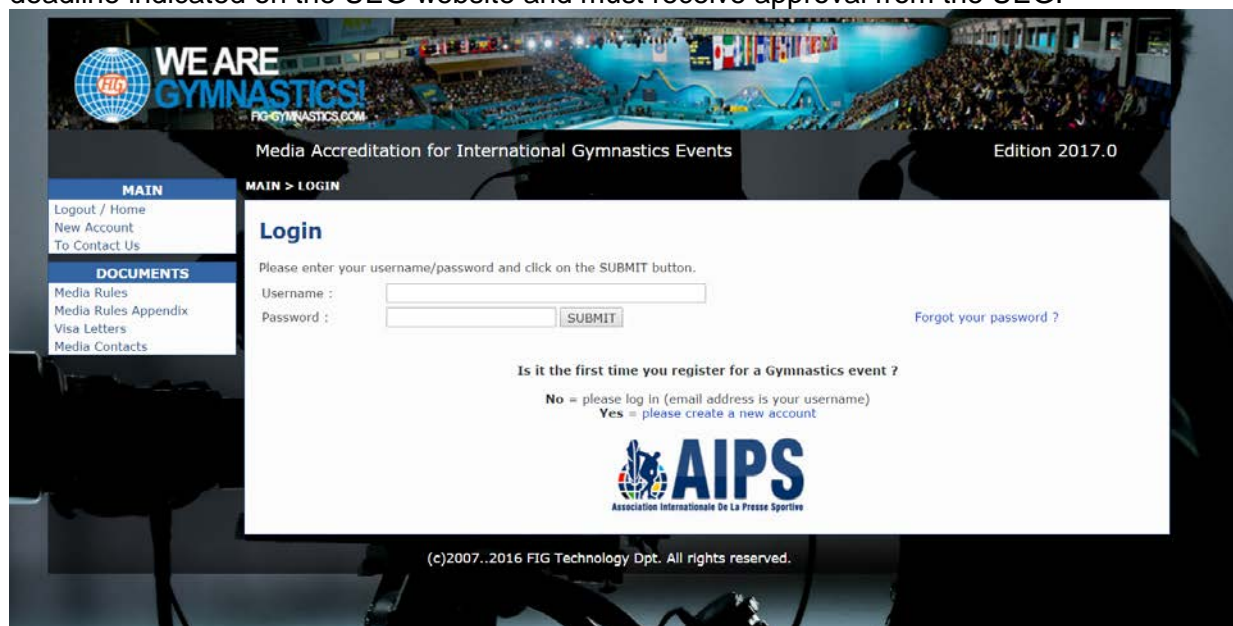
Only professional journalists, editors and photographers operating for an editorial use exclusively will be accepted.

An editorial use implies use by a media: agencies, newspaper, magazines, TV, Internet.

## B. ACCREDITATION PROCESS

### 1. Registration

Each request for accreditation **must** be registered via the media database of the FIG by the deadline indicated on the UEG website and must receive approval from the UEG.



<https://media.fig-gymnastics.com/>

Each applicant creates his / her proper account (login), fills in the form and selects one or more competitions of the proposed FIG and UEG calendar.

Prior to selecting the event the applicant wants to register for, he/she must upload his/her photo – portrait.

The applicant can at any time access his/her account to update his/her profile, or to register (or remove) for another competition.

On a timely base, the UEG:

- EITHER confirms to the applicant the validity of the application,
- OR investigates the validity of the application,
- OR rejects the application.

The system generates an automatic message sent to each applicant.

### Staff Registration

Broadcasters, agencies, newspapers may ask for various registrations. The system offers to the Head of each crew / delegation the possibility to create only one account and to add various additional names.

### How?

- Create an account and register for an event.
- The UEG must first confirm. This will send an automatic message.
- The Head of crew / delegation must login and select the event.
- Add staff members on the form.

## 2. Media Accreditation / Welcome Desk

Once the registration deadline has passed, the UEG transfers the photos of the accredited journalists to the LOC so that the LOC can prepare the media accreditation cards in advance.

Each journalist gets the credential at the venue at the Accreditation Desk.

A separate Media Welcome Desk is not compulsory, but recommended.

## 3. Media Declaration

Upon arrival on site, the media representatives must approve and sign the terms of the UEG Media Declaration.

**Anyone who refuses to sign the text of the declaration will be refused accreditation for the event.**

Anyone who signs the document, but later breaks the agreement, will have accreditation refused for future UEG events and this breach will be announced to the FIG Media Commission.

This document is attached in the Appendix section.

## 4. Late Registration

In exceptional cases, journalists can be registered on site manually. Each applicant must complete the UEG form "Late Accreditation Form" and provide a copy of his/her valid press card.

Each late request for credential must be approved on site by the UEG Head of Media.

An example of the Late Accreditation Form is attached in the Appendix section.

## 5. ID Card

***The ID card (credential - accreditation - pass) issued by the LOC must follow the accreditation rules and clearly show the following information:***

- PRESS COLOR CATEGORY
- PICTURE (portrait)
- NAME and FIRST NAME of the holder
- POSITION:
- TITLE (name of agency - newspaper - network - website...)
- COUNTRY Code (of the media)
- ZONES access

## 6. Data Transfer and Status of the Applications

The UEG accreditation process uses Excel sheets to allow a fully compatible database transfer.

The UEG Head of Media sends these files once a week to the LOC Media Officer who can check the status of the applications in order to pay attention to the number of journalists and photographers accepted, to the number of lockers, tables, power plugs, internet connections, seats ordered by the media.



## UEG MEDIA RULES 2018

After the deadline has passed, the UEG Head of Media sends the final version of the Excel list to the LOC Media Officer, together with the photos of all accepted media representatives.

### Important

It is understood, that according to the media seating capacity of the venue, the UEG can reduce the number of accreditations per title.

### 7. Media Requirements

Each applicant may ask for assistance to get a letter of invitation for a visa, or for accommodation / hotel.

On the Excel sheet, the LOC Media Officer can find those who need assistance for

- Visa – column M
- Accommodation / Hotel – column J

#### Example:

GENDER	LASTNAME	FIRSTNAM	COUNTRY	MEDIA	PRESSCAR	AIPSCARD	TITLE	POOL	HOTEL	ARRIVAL	DEPARTUF	VISA	UPDATED	
Ms	ADAMETZ	Svenja	GER	EF		0	GER OK	GER Fed DTB Live-Tic		0	0000-00-0	0000-00-0	0	22.01.2015
Mrs	ALEXOI	Alina	ROU	RTB	313	FIG OK	ROTVR			0	0000-00-0	0000-00-0	0	09.01.2015
Mr	BUTA	Vasile	ROU	RTB	320	FIG OK	ROTVR			0	0000-00-0	0000-00-0	0	09.01.2015
Mr	CIARALLI	David	ITA	EF	70677	FIG OK	ITA Fed			0	0000-00-0	0000-00-0	0	22.01.2015
Mrs	COCCHI	Federica	ITA	E	59310	FIG OK	La Gazzetta dello Spo			0	0000-00-0	0000-00-0	0	17.02.2015
Mrs	COLOMBC	Ilaria	ITA	E		FIG OK	Il Giorno			1	#####	#####	0	18.11.2014
Staff	SCALA	Loredana	ITA	EP		FIG OK	Il Giorno			0	#####	#####	0	15.12.2014
Mrs	COLPART	Sabine	FRA	E	79754	FRA OK	AFP Agence France Pr			1	#####	#####	0	09.02.2015
Mr	YENE EFFA	Bruno Chri	CMR	EP		CMR0138	Africa Peace Day Jour			1	#####	#####	1	06.12.2014

The figure “1” in a column means “I need assistance” and the figure “0” in a column means “I don’t need assistance”.

**It is up to the LOC Media Officer to contact the applicant by e-mail.**

### 8. Media Pools

A selection among the written press E – EE – EF and photographers EP – EEP – EFP will be made, allowing to offer preferred working positions to the most important international, national and regional titles. The selection will be made by the UEG Head of Media 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 Stand will be identified by names. Photographers will wear a transferable bib / jacket. The number of the available bibs corresponds to the capacity of the photo positions. A different bib is needed for photographers with Field of Play access.

## C. ACCESS RULES

The holder of the media accreditation delivered by UEG / LOC may access the zones mentioned here below:

### 1. Zones & Access

Without camera

ZONES	HB A	HB B	HB C	RT A	RT B	RT C	RT F	ENR	E	EP	EE	EEP	EF	EFP
0 Competition Management Table														
1 Competition Area (Field of Play, including Kiss & Cry)	x	x	x	FOP card required										
2 Training halls														
3 Warm-Up halls	No Go Zone													
4 Competition Management and Judges' Seating														
5 Judges meeting rooms and Judges' break area														
6 Head-of-Delegation seating	-	-	-	-	-	-		-	-	-	-	-	-	
7 Delegation seating							x						x	x
8 LOC offices	x	x	x	x	x	x								
9 UEG offices	x	x	x	x	x	x								
10 Doping Control Zone	No Go Zone													
11 Media	x	x	x	x	x	x	x	x	x	x	x	x	x	x
12 Media Tribune	x	x	x	x	x	x	x	x	x		x		x	
13 TV Compound	x	x	x	x	x	x								
14 Photographers' positions										x		x		x
15 Mixed Zone	x	x	x	x	x	x	x	x	x	x	x	x	x	x
16 VIP	x			According to accreditation Level (VIP upgrade)										

### 2. Training Halls

Media are allowed in the designated training halls during the training days prior to the start of the competitions. These days include the Podium Training day(s).

**The Training halls will be accessible during the official training days only. There will be no access during competitions days.**

LOC will set up a designated **Media Zone (N°11)** in the training hall(s), to allow the journalists to follow the sessions without disturbing the gymnasts and the coaches.

This zone will be located in the hall, close to the access path of the gymnasts, to make short interviews possible. These areas will be designated with the 11 displayed on the entrance.

The training hall is a restricted area. Journalists, photographers and TV crews must strictly remain in this designated **Media Zone**. Access must be limited and controlled in order to avoid an excessive influx of coaches, athletes, officials, etc. Provide outlets for ENG equipment.

The Media Zone of the training hall(s) will be fixed case by case, depending of the structure of the hall. It is recommended that this area has a separate entrance and access that is controlled.

### 3. Warm up Hall

The Warm up Hall is a **no go zone area**. No media are allowed at all.

## 4. Podium Training

All accredited media have free access to the FOP (Field of Play), during the Official Podium Training sessions of all disciplines.

ENR card holders are accepted without cameras.

## 5. FOP - Field of Play Card

Temporary access card named FOP can be delivered to access the Field of Play.

The UEG Head of Media is the authority to deliver FOP cards.

Such card remains the property of UEG and is not transferable.

It is not valid without wearing the personal ID & Accreditation card.



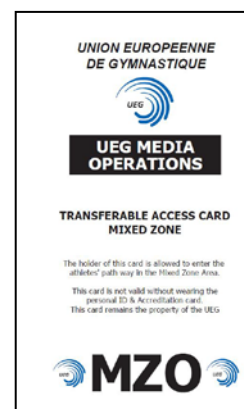
## 6. MZO - Mixed Zone Card

This card is delivered to allow delegation members 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.

Such card remains the property of the UEG and is not transferable.

It is not valid without wearing the personal ID & Accreditation card.



## 7. Farewell Party

The athletes and delegation's Farewell Party is not open to Media, except the ENG crew of the HB.

## D. UEG MEDIA REQUIREMENTS AT THE VENUE

### 1. UEG Media Positions in the Competition Area

The LOC must provide:

- two (2) work places for the UEG Head of Media, which must be located at (or close to) the table of Competition Management and near the scoring Company on the competition level and must be set up with power plugs and two (2) high speed Internet connections (cables).
- Two (2) work places for the editing staff, which must be located in the full equipped media tribune. These positions will be clearly identified as UEG Editing Position.

The LOC is aware that the UEG Head of Media generally leaves the venue up to 2 hours after the end of the competition sessions. Internet must remain available and a separate transportation service must be provided.

### 2. Volunteers

The Organising Committee is kindly requested to provide two volunteers, who will be at the UEG Head of Media's disposal during training and competition days.

The volunteer will support the UEG Head of Media with various tasks. It is advised to choose people with a background and interest in gymnastics, communications, Internet and Social Media and who are fluent in English.

## E. PRESS FACILITIES AT THE VENUE

The Press facilities include all installations and infrastructure set up for the media on site.

The overall conditions (space, organisational infrastructure, premises, technical facilities and time available) will influence and guide the Local Media Officer in his / her decisions and actions.

The LOC Media Officer will personally ensure that the Press Centre is well looked after. He/She will also ensure the security of property and person's alike, good social interaction and a comfortable work atmosphere.

**All media facilities should be fully operational when podium training starts!**

### 1. Media Welcome Desk

The Accreditation Desk /Media Welcome Desk must be equipped with the appropriate material, in order to sign the declarations, to register the late accreditations and to communicate with the UEG Head of Media.

It is crucial that the Media Welcome Desk is permanently in contact by phone and @ with the UEG Head of Media, in order to react immediately to any crisis situation.

#### a. Documentation

When leaving the Media Welcome desk, the journalists receive from the LOC a **Media Handbook** produced by the LOC Media 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 trainings and competitions;
- list of all UEG authorities present and the contact details of the UEG Head of Media;
- 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, list of restaurants closing late.

Providing any advertising material is prohibited without authorisation of the UEG.

#### b. Scoring Web CIS access

Before leaving the Media Welcome Desk, all E journalists receive the link to the online SCORING WEB CIS (Commentator Information System). This programme gives access to all start lists and live results.

(Note: Since the introduction of this new service to the press, traditional CIS monitors are no longer installed on the Media stand and the MPC)

## 2. LOC Media Helpdesk

This is an information desk for any assistance to all E, HB, RT and ENR accredited individuals. It must be located at the MPC (Main Press Centre).

This is the centre of the entire operation! It should be staffed during the opening hours of the press center. The LOC Media Officer's Office should be close to the LOC Media Helpdesk.

The LOC Media Helpdesk should pay particular attention to welcoming its guests.

The staff should not only be in a position to supply any information regarding the competition (schedule, start lists, results, etc) but also to reply to any questions relating to transportation (reservations, confirmations, flight tickets changes, relations with any official supplier for the event), methods of payment (relations with the official bank of the event or any other bank), hotel reservations, visas and passports (relations with the government authority or consulates).

The Helpdesk is permanently equipped with technical means and/or translators prepared to translate "quotes", reports and remarks recorded from press conferences or briefings and for assistance during the press conferences. Translations are generally supplied in the local language and in English.

In addition, the LOC Media Helpdesk must be assisted by competent persons able to ensure the perfect set up and working of telecommunications, transmission networks and computing.

## 3. The MPC - Main Press Centre

The MPC is the central work room for all accredited media. It should be situated close to the FOP, the Mixed Zone and the media stands. It will include a cloakroom with adequate supervision, equipped with individual secured lockers for the personal property of journalists or photographers.

Pigeonholes will be located in the MPC to provide all official results and communications.

The MPC working room will be equipped with at least a standard number of work stations / seats, cable connection and access to a printer. The layout of desks and seats should allow enough space to move easily.

### a. Opening hours

The opening hours must be CLEARLY displayed in the MPC and distributed to each accredited media.

### b. Equipment

It is crucial to keep in mind that the number of media people could change according to the journalistic culture of each country and the level of the event. The following figures are an indication only.

### **MPC LEVEL 1**

#### **ART European Championships**

---

<b>80</b>	Working places with power plugs – LAN connections
-----------	---

---

<b>2</b>	Big TV sets / screens connected to the HB feed
----------	--

---

Free wireless Internet access

## MPC LEVEL 2

### RG European Championships

---

30	Working places with power - LAN connections
1	Big TV sets / screens connected to the HB feed

---

Free wireless Internet access

## MPC LEVEL 3

### TRA - AER - ACRO - TG European Championships EUROGYM and Golden Age Gym Festival

---

15	Working places with power - LAN connections
----	---

---

Free wireless Internet access

#### c. Internet access

The LOC will give to all accredited media representatives the free wireless to a specific Internet connection pass-word protected and dedicated to the media only.

#### d. Drinks and snacks

Coffee, water, fruit & biscuits need to be provided for the media in the MPC.

## 4. Photographers' Working Room

According to the space available, an area should be **exclusively** reserved for servicing computer and photographic equipment. This may be located in separate but nearby premises and available to EP, EEP, EFP accredited people only. Or if place is limited, inside the MPC.

Bigger lockers will be available for the Photographers. They will be allocated on a first come-first serve basis against a deposit.

- A Photo Download Area should be created (for ART and RG) at the FOP level, close to the Photo positions, to allow the photographers to connect their laptops and to download the files. This area must be secured.
- Photo positions: At floor level, access for photographers should be on various sides of the podium. A strong, stable barrier should separate photographers are able to work on raised platforms/walkway. All platforms must be strong and stable.

Equipment:

#### ART European Championships

20 Working places with power – Free LAN connections

#### RG European Championships

10 Working places with power – Free LAN connections

Photographers' working room is not compulsory for TRA, ACRO, AER, TG and GFA.

## 5. Press Tribune

The Press tribune is available for all media categories except photographers (EP – EEP – EFP). The entire section (tribunes) should be set up with a free dedicated Wifi Internet access. The LOC will provide 2 categories of equipment: full equipped, or seats only.

# UEG MEDIA RULES 2018

## *a. Full equipped*

This category of grandstand will be provided and set up with tables, seats, power plugs and LAN internet access in priority for the following category of media:

- Those journalists who have requested (accreditation form) a full equipped position;
- Deadline reporters, international written press providing immediate (24 hours) news coverage, Major WNPAs (World News Press Agencies), Major international titles;
- Other E if seats are available.

Grandstands are separated and secured from the public because journalists often leave their places of work momentarily, leaving behind their material, in order to do interviews in the Mixed Zone and participate in a Press Conference.

## *b. Seats only*

This category of grandstand will provide seat and wifi Internet access only. These seats are mainly dedicated to EF, EE.

EVENT LEVEL	SEATS incl. POWER PLUGS	SEATS only	Total SEATS
ART EC	100	20	120
RG EC	30	10	40
TRA/AER/ACRO/TG EC	15	no	15

## **Reminder!**

- Always reserve 2-3 positions for the late arrival of major publications.
- Display the seating plan in the press work room.
- Identify working positions by name and arrange according to linguistic or editorial groups when attributing positions.
- Be sure that nothing obstructs the journalist's sightline (crane camera, IRCOS camera) or inform them early on.
- Remind the journalists that no external demonstrations (clapping, cheering, whistling, flags) will be not tolerated in the press tribunes. An eviction will follow the first warning.

## **6. Kiss and Cry**

Such an area is provided for RG, AER, TRA, ACRO disciplines.

It is up to the LOC if they want to provide this area for ART European Championships.

The LOC will set up a space generally known as the "Kiss and Cry" Corner at the podium's exit. These areas are equipped by the HB with a TV monitor and must be attractively decorated with flowers, and have enough seats to accommodate the gymnasts and coach. A backdrop is compulsory and must be approved by UEG.

## **7. The Mixed Zone (MZO)**

The Mixed Zone is one of the most important media hubs. It is necessary to designate a **Mixed Zone Manager** to take care of this area.

Because of the modifications of journalists' expectations, media representatives spend more and more time in the Mixed Zone. This affects the layout of the Mixed Zone, which must be equipped with appropriate space, allowing journalists to interview the gymnasts.



## UEG MEDIA RULES 2018

The idea of the Mixed Zone is to offer all media a privileged place in which they can witness gymnasts' reactions immediately following the competition.

The LOC Media Officer is responsible for the management of the Mixed Zone in close co-operation with the UEG Head of Media.

### a. Organisation

The Mixed Zone must be situated at the immediate exit from the Competition Area also being the same path that the athletes use to return to their locker rooms.

When leaving the Competition Hall, the gymnasts must be lead through the Mixed Zone under the STRICT control of the Security, subject to doping control requirements.

**After the finals, the medal-winning gymnasts pass through the Mixed Zone after the award ceremony!**

The doping control has priority over the Mixed Zone.

The gymnasts will be led by the LOC MZ Manager to the specific media representatives who want to talk with them. The MZ Manager will take care of the priorities (HB – RTs - ....).

### b. Working Order

The Mixed Zone must be separated into 4 different sections:

- 1- Flash interview positions
  - a) On the FOP (HB and RTs) – if space permits
  - b) in the MZO
- 2- Television section (HB and RTs)
- 3- Written Press section (E - EF – EE)
- 4- Common section (ENR without camera's - EP – EFP – EEP)

### c. Lay-out

The parts 2-3-4 here above must be clearly separated and identified on the floor.

The LOC Press Officer must pay attention to the branding / backdrop that must be placed facing cameras.

### d. Translations

**In order to help journalists take quotes and reactions from gymnasts, the LOC Media Officer must designate those volunteers who can translate the local language, French, German and Russian into English.**

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

### e. Quotes

The LOC should set up a team of volunteers to get quotes from the gymnasts.

All quotes taken by the LOC media staff should be sent to the UEG Head of Media and printed / distributed in the MPC. Journalists welcome receiving quotes from the mixed zone. These are very quick. Since all @ addresses of the accredited media are available, the LOC can set up a small Media Insert Point in the Mixed Zone where the Quotes staff could register and send the comments.

## F. PRESS CONFERENCES

### 1. Opening Press Conference

An Opening or Closing Press Conference is optional.

The Opening Press Conference is an opportunity for the UEG and the LOC to welcome the **Media**, to present the facilities and equipment and to give all recommendations. The President of the LOC and the President of the UEG or his designate must be present at this Press Conference. Sponsors and / or LOC partners may attend and shortly present their contribution / awards. The conference is generally concluded with a cocktail function hosted by the LOC / Sponsors.

### 2. Requested Press Conference

On request, the LOC, the UEG or any participating federations may ask to hold a press conference. A schedule / calendar must be clearly displayed in the press room.

### 3. Medallists Press Conference

Since the journalists clearly declared that the Mixed Zone will be their priority for individual interviews, **the medallists' press conferences are no longer compulsory.**

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

It is up to the LOC to organise a medallists' press conference according to their traditions, or sponsors expectations, for example.

This decision must be announced to the UEG and the delegations concerned.

Only if a Press Conference is planned, Federations are responsible for the proper and timely appearance of the medallists.

### 4. Technical

The Conferences take place in an area near the MPC. This area must be equipped with a sound system and a simultaneous translation system, or translators supplied by the LOC.

Great care should be taken in the following:

- On the stage: To identify participants.
- A backdrop is compulsory. It must be checked and approved by the UEG.
- Placement of cameras and photographers at the rear.
- Test cordless microphones.
- Selection of a moderator, usually the LOC Media Officer.
- Selection of languages. The conference starts in English followed by a translation into the national language. LOC interpreters must be available for the national language.
- First question! It is always difficult to begin. Check with colleagues about asking the first one. Or let the moderator ask the first question(s)

## G. PHOTOGRAPHERS

### 1. Pool of Photographers

According to the space available in the FOP (Field Of Play), a Pool of Photographers can be designated, to include the most important international photo agencies, newspapers and magazines. The Pool has priority access to positions designated in the FOP.

Pool members Photographers must wear a UEG BIB (to be provided by the LOC) and a UEG FOP temporary access card. The BIB and the FOP card are transferable. Try to ensure that the material used for bibs is cool and lightweight, not cumbersome or restrictive. It should not be made of brightly coloured material because these interfere with TV coverage.

### 2. Principles

There will be 3 categories of photographers:

1. Official photographers – **Access to FOP at all times**
  - a. UEG photographer
  - b. The Host Federation / LOC photographer
2. Pool photographers – **Access to FOP occasionally with bib and FOP upgrade card**
  - a. Agencies, main titles
3. Floor photographers – **No access to FOP, only to photo positions**
  - a. all other accredited photographers

### 3. All Disciplines

At floor level, access for the photographers should be on various sides of the podium.

A strong, stable barrier should separate photographers from the competition area. Ensure that photographers are able to work (power plugs!) at the right height and to this end a raised platform / walkway should be installed behind the barrier for photographers' use. All platforms must be strong and stable.

Photographers need space, technical support (power plugs) and security to look after the equipment.

Photographers will be allowed to shoot seated from unoccupied seats, corridors and doorways.

Monopods only are allowed.

The use of flash is strictly forbidden.

### 4. Lighting

If possible full data about the lighting to be used at the event should be made available to the media before arriving 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, blacked out!

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

Please note that the disciplines of Trampoline & Tumbling require high level of light to be photographed successfully. The minimum level needs to be increases to at least 1800 lux.

The lighting is agreed by all parties before podium training commences and once agreed upon, it must not be altered during training or competition.

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

### **5. Medal Ceremonies**

**All photographers are allowed to access the FOP for the medals ceremonies.**

Medal ceremonies need to be structured so that TV & Photographers can obtain photographs 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 gymnasts should be instructed to pose together on the podium for a short photo call.

The UEG Head of Media and Host Broadcaster must be informed regarding the protocol of the awards ceremonies and must be present at the rehearsal.

### **6. No Go Zone**

The off-limits area known as the "No Go Zone" will be clearly marked on the floor around the chairs and benches occupied by the gymnasts.

Cameramen and photographers are required to observe a private space of 1 meter between the gymnasts and the camera lenses during filming.

Reminder: The Warm Up hall is a No Go Zone as are the training halls once competition has started.

### **7. Remote cameras**

The use of remote cameras is forbidden unless approval has been asked to the UEG Head of Media and the LOC Media Officer. Any request that does not meet safety and UEG TC President's requirements will be refused. Remote cameras must be set up 2 hours before the competition starts and can be accessed at the end of the competition only.

### **8. Download station**

The LOC should provide an area on the FOP level, close to the photo positions, to allow the photographers to set up their laptops and to download their files. This area must be secured.

### **9. Catwalk**

The access to the Catwalk is NOT under the responsibility of the UEG. Any request from media must be forwarded to the LOC, the only authority to make the decision to allow or not this access.

Catwalk access is an issue that needs very careful consideration as there is the risk of serious accidents to competitors, officials on the FOP. It has been known for objects to be dropped or knocked from the gantries during major events. The sports that do allow access keep it to a limited number of photographers and under strict rules and supervision. Proof of public liability insurance is essential (usually a minimum of £5 million). Rules about manner of dress, equipment etc need to be enforced.

## 10. Specific rules / recommendations

### Rhythmic Gymnastics

Try to arrange spaces around the floor area - one side is not enough - and see that obstructions are kept to the absolute minimum. Rhythmic Gymnasts tend to "front" their routines to the judges; positions at the back of the floor do therefore not offer the possibility to take good photos. Front and side corners are the best.

### Trampoline Gymnastics

The crucial photographic issue with these sports is the light. These disciplines are the most fast-moving aspects of gymnastics and a high level of light is needed in order to obtain the action.

Photo positions should ensure that the trampolines can be shot "end on" and "side on". The side positions are crucial for shooting synchronised routines and would be central to the side of the trampoline.

Positions to shoot Tumbling should be created at the end of the tumbling track - at a safe distance from the landing mat - and also at a side angle. Higher positions in the tribune should also be provided.

### Aerobic Gymnastics

Aerobic Gymnastics competitions have a "theatre" presentation and often take place on a stage. There is no access for TV or photographers on the stage area so spaces must be created on the two angles of 45° to the front of the stage. It is necessary to build a raised platform to allow them to shoot level with the stage and keep the competitors' feet in the picture. Some positions should be created in the tribune so that TV and photographers can shoot "head on". A podium may need to be constructed.

### Acrobatic Gymnastics

As only one floor area is used and judges occupy three sides of the mat, space for TV and photographers is very restricted at floor level! Ensure that the "free" side is available to them along with any corner angles between the judges' tables.

## 11. General remarks

### a. Behaviour

**Photographers are closer to competitors than in many sports and since great concentration is needed in gymnastics, photographers should bear this in mind when working and avoid excessive noise and movement especially during routines on apparatus such as the beam and vault where gymnasts need to "spot" the apparatus.**

In short, 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 for picture taking!
- Do not leave equipment lying around to obstruct the movement of gymnasts, officials, the public or colleagues!
- Do not block another photographer's field of view since he was in position before you!
- Do not stand in the way of spectators, officials or obstruct TV!

## UEG MEDIA RULES 2018

---

The UEG Head of Media and the LOC Media Officer will issue a specific document with guidelines for photographers, since the number will vary from one event to another and in some cases be inexperienced in working in this capacity, they need to be informed as to dress and method of working – ie from a kneeling position wherever possible in order not to block sightlines of colleagues outside the barrier, not working between judges' table, not standing in front of the UEG positions or in TV camera areas, no access to no go zones etc.

These guidelines specify the locations, to observe the conduct with respect to television cameras, the public, no go zones and the jury.

### *b. Rights to sell pictures*

Selling or giving photos to gymnasts or their surroundings is an additional, secondary activity, similar to a business. Commercial use, like using the photos for a calendar etc. are forbidden unless prior approval has been gained.

Many photographers now publish their own books through online publishers such as Blurb etc. These are seen by the UEG as Editorial use, similar in nature to any other published book and are not banned.

### *c. Taking pictures & Filming by delegations*

If a team (delegation) wishes to do its own pictures or technical filming of the training or the competition, they can do so from delegations seating, using a nonprofessional material.

All such film / photos material shall be used solely for internal use / purposes.

## H. TELEVISION

**This section only provides the Organiser and the LOC Media Officer with minimum standard guidelines and rules based on experience and on the information obtained from professionals of this communication medium.**

A specific document “*Technical Annex and Production Guidelines*” has been released by UEG and the European Broadcasting Union. This document defines the Responsibilities of the Organiser and of the Host Broadcaster, i.e. organisational and technical infrastructure necessary for a broadcasting organisation to assume the role of the Host Broadcaster.

### 1. Rights – Principles

The Host Broadcaster (HB) produces the signal of the event. Collaboration with a HB, specifically in terms of services, is defined in the document mentioned above and in an appendix of the contract signed between the UEG and the hosting federation. **Furthermore, the sale of rights falls exclusively under the competence of the UEG.**

Any breach of these provisions will result in the expulsion of the staff and cameras of the non-authorised broadcaster from the competition hall. In addition, the UEG reserves the right to claim financial compensation.

Therefore, these UEG MEDIA RULES only deal with the conditions under which the Competition Management and the Host Broadcaster carry out their technical responsibilities, which are to oversee respectively the progress of the competitions and the television production.

### 2. Exclusivity

Pirate broadcaster aim to shoot pictures from the public stands, in full contempt of the exclusivity agreement signed between the HB and the Broadcasting Rights Holder. These same electronic images can just as easily turn up on an Internet site.

**Concerning the media and to prevent any act of audio-visual piracy, the LOC will distribute a form to the press at the time of accreditation, on which these provisions will be outlined.**

**Authorised cameras get a sticker.**

**Concerning the public, the back of the tickets will carry the following warnings that taking pictures (with or without flash) or videotaping is prohibited and that controls will be enforced and material confiscated. Special warnings at the entrance of the competition hall and at the entrance to the spectator tribunes shall inform the public, that the use of cameras is prohibited.**

### 3. HB – RT – ENR access

The access rights for the above-mentioned credential categories are indicated in the section: “Zones & Access” of this document. In any case, only the UEG has the ability to modify and/or enlarge or reduce the access rights of TV representatives.

### 4. UEG TV Coordinator

The UEG has appointed its TV coordinator for Artistic and Rhythmic Gymnastics with the task to facilitate and optimise the progress of an event and its television coverage.

In appointing this, the UEG sets forth the following objectives:

- Assist TV producers in their efforts to achieve a successful production of high-quality, dynamic and attractive images promoting gymnastics.
- Advise Competition Management on the organisation of the event, taking into account the particular contingencies of TV media and possible results.
- Act as a liaison between the UEG and the HB.

### 5. UEG Standard Graphics

These are the electronic images generated and displayed by the HB and the scoring system. This standard sets the current graphic norms in accordance with the provisions established by the UEG. It is the UEG Director’s responsibility to ensure that these rules are being applied.

### 6. Camera Set Up

The number, type and set up of cameras and microphones will be decided by the UEG in direct consultation with the HB. A camera location diagram must be submitted to the UEG at least three months before the opening of the European Championships or any UEG events.

**The lay-out of the cameras and microphones must be approved by the UEG in consultation with the Technical Presidents of the respective disciplines at the time of the podium inspection.**

All cameras authorised in the Competition Area must clearly display the sticker issued by the UEG.

This badge must also show the name of the broadcaster authorized to do the filming.

UEG has the possibility to send to the LOC a typical layout of cameras and microphones for each UEG discipline.



### **8. Close Up**

Cameramen and photographers are required to observe a private space of 1 meter between the gymnasts and the camera lenses during filming.

### **9. Behaviour in the Competition Area**

For security and visibility reasons, a limited number of people will be allowed to circulate in the Competition Area, around the podium, and in the proximity of the camera field.

Authorised access badges will be issued at the time of accreditation. The UEG expects its own staff (judges, authorities) as well as the gymnasts to dress in a fashion respectful of the spirit of gymnastics.

This rule also applies to anyone circulating in areas visible to the public or in camera range.

### Appendix

1. UEG Media Declaration
2. Late Accreditation Form
3. Request for Interview
4. Online Media Profile – Website Questionnaire

We thank you for your cooperation in ensuring correct and broad media coverage of UEG events!

Tina Gerets / UEG Head of Media