

INTERNATIONAL WEIGHTLIFTING FEDERATION

IWFF

GUIDELINES



IWFF

ACCREDITATION

CONTENTS

ACCREDITATION	3
I. VERIFICATION OF PARTICIPANTS	4
II. PAYMENT OF FEES	4
III. PRODUCTION OF ACCREDITATION CARDS	5
IV. VERIFICATION OF NATIONAL ANTHEM / FLAG	7
V. DISTRIBUTION OF WELCOME PACKAGE	7
VI. CHECK-IN	8

These Guidelines have been prepared by the International Weightlifting Federation (IWF) to assist and help the Organizing Committees to prepare for and complete the accreditation process for their delegations, guests.

All Member Federations (MFs) of the IWF must complete the accreditation process following the regulations of IWF and Organizing Committee (OC) in order to participate in the Event.

ACCREDITATION

The purpose of accreditation is to coordinate the identification and registration of eligible participants, and the production and distribution of the Accreditation Cards, while ensuring the provision of appropriate privileges and access to authorized areas for participants to perform their roles.

After having transferred the (previously registered) participants from the official airport(s) / station(s) the Organisers must collect the determined fees and provide all participants with an Accreditation Card before they check in to the hotel.

The location of the Accreditation Centre is preferably in the hotel where most participants are accommodated (should always be in one location only).

The Accreditation Centre should be provided with adequate technical equipment (PCs, printers, digital cameras, etc.) to produce the Accreditation Cards (with photo on the spot, if necessary), and trained staff (with language knowledge) to complete the process as fast as possible.

The accreditation procedure has to contain the following steps:

- I. Verification of Participants**
- II. Payment of Fees**
- III. Production of Accreditation cards**
- IV. Verification of National anthem / flag**
- V. Distribution of Welcome Package**
- VI. Check-in**

I. VERIFICATION OF PARTICIPANTS

The accreditation procedure starts with the verification of participants, delegation which includes checking the eligibility / final number of Team Members and their travel details (exact arrival / departure time).

II. PAYMENT OF FEES

The fees including Entry Fees and Participation Fees (covering accommodation with full board, local transportation, etc.) must be collected from all participants.

Entry Fee and Participation Fee to be paid by

- Teams (Athletes, Coaches, Doctors, Team Officials)
- Any other persons who receive accreditation and accommodation (Meeting / Congress Delegates, etc. departing later than the first competition day)

Free of Charge

- IWF President / Suite
- IWF General Secretary / Suite
- IWF Executive Board Members / SGL
 - for 4 nights
- Chairmen of the IWF Committees / SGL
- IWF Secretariat Members / SGL
- IWF TIS Operators / SGL
- IWF Doping Control Officers / SGL
- Selected Technical Officials
 - Competition days + 2 days / DBL
 - Competition days + 2 days for Doctor on Duty / SGL
 - Competition days + 5 days for Committee Members / DBL
 - Competition days + 5 days for EB Members and Doctor on Duty if Committee Members / SGL
- IWF Press Delegate / SGL
- VIP

Only Participation Fee to be paid by

- Selected Technical Officials for extra night(s)
- Accredited Media
- Executive Board Members if not covered above
- Committee Members and Congress Delegates staying only for their Meeting / Congress (leaving latest on the first competition day)
- Guests / Partners (Sport Equipment Providers, Commission Members, Hearing Panel Members, etc.)

Acknowledgements of receipt must be issued on all payments collected by the OC.

III. PRODUCTION OF ACCREDITATION CARDS

The collection of the Entry and Participation Fees must precede the issue of Accreditation Cards.

The Accreditation Cards have to contain the following:

Front side:

- Name & Date of the Event
- Name & Photo of the Participant
- IWF / IOC country code + Flag, except for Technical Officials: only IWF
- IWF Logo
- Event Logo
- Category
- Function
- Access Codes

Back side:

- Access Codes / Accessible Areas

The following types of accreditations are required:

CATEGORY	FUNCTION	ACCESS CODE	REMARK
A	Team	2,3,6,M,T	Athletes, Team Officials, MF Delegates
B	Technical Official (TO)	1,4,M	ITO / NTO
C	Doping Control Officer	1,2,3,4,6,M,T	DCO, Chaperone
D	Organizing Committee	∞	Staff, Technical Staff
E	IWF	∞	IWF President, IWF General Secretary, IWF Secretariat Members, IWF TIS Operators, IWF Press Delegate
F	Media	5,M	Agency, Newspaper, Radio, TV, Online Photographer, Scientific, etc.
G	Guest	7,8,M	Partners, Committee Members, Commission Members, Hearing Panel Members, Education Lecturers
GA	Guest+Team (Merge)	2,3,6,7,8,M,T	Partners, Committee & Commission Members, Hearing Panel Members, Education Lecturers + Athletes, Team Officials, MF Delegates
GB	Guest+TO (Merge)	1,4,7,8,M	Committee & Commission Members, Hearing Panel Members, Education Lecturers + Technical Officials
H	Security	∞	
I	Volunteer	∞	
J	Broadcaster	1,5	
V	VIP	8,9,M	IWF EB, VIP
VA	VIP+Team (Merge)	2,3,6,8,9,M,T	IWF EB, VIP + Team Officials, MF Delegates
VB	VIP+TO (Merge)	1,4,8,9,M	IWF EB, VIP + Technical Officials
UPGRADE PASSES			
GU	Guest Pass	7,8	Valid only with Accreditation Card
TU	Training Pass	T	Valid only with Accreditation Card
VU	VIP Pass	8,9	Valid only with Accreditation Card

Committee Members and Congress Delegates staying only for their Meeting / Congress (leaving latest on the first competition day) should receive only M access.

Further merges to be approved by the IWF.

The Access Zones pertaining to the types of accreditation must be specified and clearly indicated on the Accreditation Card. Such Access Zones shall be:

ACCESS CODE	ACCESSIBLE AREA	CATEGORY	REMARK
1	FOP	A*,B,C,D,E,GB,H,I,J,VB	* with W-Up / Upgrade Pass
2	Athletes' Rest Area	A,C,D,E,GA,H,I,VA	
3	Doping Control Area	A,C,D,E,GA,H,I,VA	
4	Technical Officials Lounge / Seating	B,C,D,E,GB,H,I,VB	
5	Media Area	D,E,F,H,I,J	
6	Accredited Seating	A,C,D,E,GA,H,I,VA	
7	Guest Seating	D,E,G,GA,GB,H,I	If available
8	VIP Lounge	D,E,G,GA,GB,H,I,V,VA,VB	
9	VIP Seating	D,E,H,I,V,VA,VB	
M	Meetings	A,B,C,D,E,F,G,GA,GB,H,I,V,VA,VB	
T	Training	A,C,D,E,GA,H,I,VA	
∞	All access	D,E,H,I	

IV. VERIFICATION OF NATIONAL ANTHEM / FLAG

The team leader of every delegation has to check the national anthem of his / her country and submit two (2) pieces of the delegation's national flag (to be returned at the banquet) to the OC.

Size: 100cm x 150cm

V. DISTRIBUTION OF WELCOME PACKAGE

The participants receive a Welcome Package containing important information about the Championships and the city (Bulletin), a commemorative medal, a diploma and a gift from the Organizing Committee.

VI. CHECK-IN

To complete the process of accreditation the OC gives an official document (Voucher), which is compulsory for the participants to check in to the hotel and meal tickets (if applied).

The Accreditation Cards is the property of IWF / Organizing Committee and can be withdrawn with immediate effect at IWF / Organizing Committee sole discretion.

