

The background of the cover features a series of curved, parallel lines in shades of blue, purple, and grey, creating a sense of motion and depth. The WBSC logo is prominently displayed in the center.

**WBSC**

WORLD  
**BASEBALL SOFTBALL**  
CONFEDERATION

*Game Time!*

# ACCREDITATION GUIDELINES



# ACCREDITATION GUIDELINES

Last updated: 14 May 2022

# INDEX

<b>CHAPTER 1</b>	<b>HOW TO USE THIS DOCUMENT.....</b>	<b>1</b>
1.1	WBSC Responsibilities.....	1
1.2	Local Organising Committee Responsibilities .....	1
<b>CHAPTER 2</b>	<b>PERSONALISED ACCREDITATION .....</b>	<b>2</b>
2.1	Function.....	2
2.2	Contents.....	2
2.3	Example.....	3
2.4	Access Zones .....	4
2.5	Accreditation Type.....	4
<b>CHAPTER 3</b>	<b>NON-PERSONALISED ACCREDITATION / DAY PASS .....</b>	<b>5</b>
3.1	Function.....	5
3.2	Contents.....	5
3.3	Type .....	6
3.4	Example.....	7
<b>CHAPTER 4</b>	<b>REGISTRATION.....</b>	<b>7</b>
4.1	Management System.....	7
4.2	Set-up.....	8
4.3	Collection of Data .....	8
4.4	Access to My.WBSC System .....	8
4.5	Responsible Stakeholders.....	9
4.5.1	WBSC Family, WBSC VIPs and Guests .....	10
4.5.2	LOC Staff, Volunteers, LOC VIPs and Guests .....	10
4.5.3	National Teams.....	10
4.5.5	Rights Holders, TV Production Crews .....	10
4.5.6	Media .....	11
<b>CHAPTER 5</b>	<b>PRODUCTION PROCESS .....</b>	<b>11</b>
5.1	Printing .....	11
5.2	Laminating.....	12
5.3	Lanyards .....	12

5.4 Replacement / Reproduction.....	13
<b>CHAPTER 6 DISTRIBUTION.....</b>	<b>13</b>
6.1 Accreditation Centre .....	14
6.2 Teams' Hotel(s) .....	15
6.3 WBSC Family Hotel.....	15
6.4 Press Conference .....	15
<b>CHAPTER 7 CONTROL.....</b>	<b>15</b>
7.1 Signage.....	15
7.2 Personnel.....	15
<b>APPENDIX 1 PHOTO GUIDELINES.....</b>	<b>17</b>

# CHAPTER 1 HOW TO USE THIS DOCUMENT

The primary purpose of this document is to provide clear guidelines for the preparation and distribution of Accreditation and its required processes.

The information herein has been created to uphold the standards of services required by the WBSC for all World Cups and Events.

## 1.1 WBSC Responsibilities

The WBSC must do all in its power to ensure the success of every aspect of the services and operations provided during our Events. The WBSC shall direct and supervise the accreditation process to hold a successful Tournament and cooperate with the LOC while giving guidance and leadership.

WBSC will be responsible for the following:

- Login credentials and Training on the WBSC Management System;
- Registering all WBSC guests, staff, and officials (Technical Commission, Umpires, and Scorers); and
- Distribute when essential or indicated under Chapter 6.

## 1.2 Local Organising Committee Responsibilities

The Local Organising Committee (LOC) shall be responsible for the following to ensure that WBSC World Cups and events standards are met:

- Assign a responsible person or persons to be in charge;
- Registering all LOC, LOC staff, Volunteers, VIPs, and guests;
- Establish accreditation centre(s); and
- Distribute when necessary or indicated under Chapter 6.

## CHAPTER 2 PERSONALISED ACCREDITATION

### 2.1 Function

The WBSC Accreditation is the process of registering, producing, and distributing the accreditation badges that permit the holder access to rights and privileges to World Cups and Events. Accreditation aims to recognise a person's identity and role at a WBSC event and give them access to perform their function.

It ensures that only eligible and qualified individuals are entitled to participate, perform a duty, or have a specific task during a WBSC event.

Accreditation also provides security at the event and for the participants by limiting access and keeping unauthorised people out of competition zones and other sensitive areas.

Further accreditation badges ensure that participants reach their designated areas in a safe and timely manner.

### 2.2 Contents

The WBSC accreditation badge is a large card displaying several elements of information about its bearer on the front and event disclaimer information on the back.

Each accreditation will have the following:

- The Official World Cup or event logo and designation;
- A recent colour photograph of the cardholder as per Appendix 1 – Photo Guidelines;
- Personal information about the cardholder (Preferred Name, Organisation/Team, Position/Title);
- Number(s) determining the Access Zone(s) to which the cardholder is entitled; and
- Disclaimer granting consent to use the cardholder's likeness and name along with conditions cardholder accepts while using the accreditation badge.



## 2.3 Example

Event Logo

Headshot

Preferred Name

Preferred Surname

Organisation / Team

Position / Title

QR Code / Tier Access

Access Zone(s)

Type of Accreditation

Zones Description

Accreditation Disclaimer  
And Conditions

WBSC  
U-18 WOMEN'S  
SOFTBALL  
WORLD CUP  
LIMA 2020

**Laurie GOUTHRO**  
WBSC  
Event Leader

@WBSC #U18SoftballIWC WBSC.ORG

1 2 3 4 5 6 7

Staff

WBSC  
WORLD  
BASEBALL SOFTBALL  
CONFEDERATION  
*Game Time!*

#	ZONE	ACCESS AREA
1	PLAYING FIELD	FIELD PLAYERS LOCKER ROOM
2	STANDS	SPECTATOR'S SEATS
3	MEDIA	MEDIA TRIBUNE PRESS CONFERENCE ROOM MIXED ZONE WORKING ROOM
4	OFFICIAL	TECHNICAL COMM. ROOM JURY ROOM SECRETARY ROOM
5	VIP	VIP ROOM
6	ADMINISTRATION	WBSC OFFICE LOC OFFICE
7	DOPING	DOPING CONTROL STATION

**Upon getting and using the Accreditation applied for on this form front page, the Holder of the present Accreditation accepts the following conditions:**

1. The Holder fully and completely discharges the WBSC and the Organising Committee from all claims in any way resulting in injury or damage to his/her person or belongings in this competition, before, during and after the games, including, and not limited to injuries deriving from the game or the practice of the game (batting, pitching, etc.) as well as any other situation which may occur throughout the competition.
2. The Holder also agrees to be filmed, televised, photographed, identified or recorded in any form during this competition under conditions and for the purposes now or in the future authorised by the WBSC. The holder irrevocably consents to its use by the WBSC or anyone authorised by the WBSC or its designee for any purpose whatsoever without any financial compensation to the Holder. The Holder consents the use of his/her name in connection with such images. The images shall be the WBSC's sole property. The Holder also releases and discharges the WBSC for all claims whatsoever in connection with the use of such images and his/her name.
3. The Holder understands and voluntarily accepts all Rules, Regulations, Norms and Dispositions of the WBSC, specially the Anti-Doping Rules and the Norms relative to this competition, as well as the Norms of the Organising Committee and its Security Service.
4. The Holder accepts to undergo inspections by the Security Personnel of the Competition at any time.
5. The Holder understands and accepts the fact that the Accreditation is personal and not transferable and that it can be cancelled without previous notice in case the Holder violates any of the above rules.
6. Finally, in the event of a discrepancy towards any decision made in the last resort by the legal bodies of the WBSC or the Organising Committee in relation to this competition, the Holder agrees that he/she may be the object of appeal solely before the Court of Arbitration for Sport, located in Lausanne, Switzerland, and accepts the CAS as the total legal competence. He/she accepts to bring such a decision before the CAS and gives up explicitly to do so before the ordinary courts or any other legal instance, even to ask for provisional or pre-provisional measures.

## 2.4 Access Zones

The zones listed below are set by the WBSC. It is not possible to adjust, such as, deleting or adding zone(s). However, based on the venue layout, LOC is free to make changes for each type of accreditation, and what access will be given.

Zone 1	Playing Field	Field, Player's locker room
Zone 2	Stands	Spectator's Seat
Zone 3	Media	Media Tribune, Press Conference, Mixed Zone, Working Room
Zone 4	Official	TC room, Scorer room, Umpire room
Zone 5	VIP	VIP Room
Zone 6	Administration	WBSC Office, LOC Office
Zone 7	Doping	Doping Control Station

## 2.5 Accreditation Type

WBSC Management System can produce different types of Accreditations, and various parties will be responsible for uploading/registering information for each of the accreditation types. By default, the access to the zones for each type of accreditation are set as below:

Accreditation Type	Zone Colour	Default Zone Access(es)	Party responsible for registering
WBSC Staff WBSC Executive Board		1,2,3,4,5,6,7	WBSC Staff
Technical Commissioners Anti-Doping Officials		1,2,4,6,7	WBSC Staff
TC Director		1,2,4,5,6,7	WBSC Staff
Umpire Director Scoring Director		1,2,4,5,6	WBSC Staff
Umpires, Scorers		1,2,4,6	WBSC Staff
Teams		1,2,7	National Federation (NF)
Rights Holders		1,2,3	BASE Staff
Press, Radio, Non-TV Rights, Photographer		2,3	Own (media registration portal)
Guests*		2	WBSC Staff or LOC



Accreditation Type	Zone Colour	Default Zone Access(es)	Party responsible for registering
LOC 1 (LOC, LOC Staff)	Blue	1,2,3,4,5,6,7	LOC Staff
LOC 2 (LOC Volunteers)	Purple	1,2,3,4,6	LOC Staff
WBSC Marketing Partner**	Brown	1,2,3,4,5,6	WBSC Staff
VIP***		2,5,6	WBSC Staff or LOC

\* Spouse of Officials... etc.

\*\* Synergy, Hakuhodo... etc.

\*\*\* Consulate, Politician... etc.

Others:

- **Medical Volunteer:** Blue or Purple (LOC). Should LOC wish to give something visually recognisable, a bib can be provided in addition to the accreditation badge.
- **Supplier:** if referring to VIP, they should get VIP accredited, otherwise LOC Staff or Guest.

## CHAPTER 3 NON-PERSONALISED ACCREDITATION / DAY PASS

### 3.1 Function

Non-Personalised Accreditation badges are used as temporary or last-minute solutions for VIPs, Unexpected guests, upgrades or TV and Media personnel. It is designed to permit temporary access to the WBSC World Cup venues for operational purposes. Day Pass may have single day validity date, while Tournament Pass have validity of entire duration of the tournament.

### 3.2 Contents

The Day Pass and Tournament Pass operate under the same principles as the personalised accreditation badges and adopt the same features and zones, except few:



Generic Photo for Day Pass



Generic Photo for Tournament Pass

- Personalised headshot photo is to be replaced with a generic photo based on the type of Non-Personalised Accreditation shown above;
- Name of the cardholder is replaced with “DAY PASS” or “TOURNAMENT PASS” texts;
- Valid date or period; and
- Cardholder’s function or responsibility (optional).

### 3.3 Type

Accreditation Type	Zone Colour	Default Zone Access(es)	Party responsible for registering
Rights Holders	Yellow	1,2,3	BASE Staff
Press, Radio, Non-TV Rights, Photographer	Green	2,3	Own (media registration portal)
Guests*	Cyan	2	WBSC Staff or LOC
VIP***	Brown	2,5,6	WBSC Staff or LOC

\* Spouse of Officials... etc.

\*\* Synergy, Hakuholdo... etc.

\*\*\* Consulate, Politician... etc.

### 3.4 Example



## CHAPTER 4 REGISTRATION

To be able to generate the badges, all registration must go through WBSC Management System uploaded by different parties.

### 4.1 Management System

WBSC manages accreditations for all World Cups through the WBSC Management System, which collects all necessary information from all the Event's participants (i.e., Teams, WBSC Family, Media, LOC staff and volunteers, etc.).

To properly accredit its staff, LOC shall upload a list of applicants who need to receive accreditation to the WBSC Accreditation Management System for validation at a date to be agreed upon between WBSC and LOC prior to the printing deadline for validation. The list should include the applicant's name, organisation name, position, email address, phone number and function. Both WBSC and LOC shall ensure that all accreditation holders

comply with WBSC guidelines, and failure to do so may result in the immediate loss of their accreditation.

WBSC Accreditation Management System shall provide ready-to-print accreditation files for Teams, WBSC Family, LOC, volunteers, Media, Guests and others.

## 4.2 Set-up

At the beginning of the registration process, the LOC must be clear with the venue, identifying where to be restricted area and where to be an open area. Based on the venue layout, LOC must communicate with WBSC if the default access given to each type of accreditation is still valid. Should there be any changes required, it must be communicated with the WBSC providing the reason for the requested change.

It is also important that LOC to decide on where to pick-up the Accreditation for Media.

## 4.3 Collection of Data

To register a person, every individual must provide the below information:

- Legal Name and Surname (as on passport)
  - This is essential to avoid duplicates.
- Preferred Name and Surname (to be shown on the badge)
- Date of Birth
- Country of birth
- Gender
- Nationality
- Type of Accreditation
- Headshot Photo (see Appendix 1 – Photo Guidelines)
  - JPEG file, WxH of 600x800 px, 3:4 ratio, without sunglasses or a hat, and zoomed
- Organisation / Team
- Position
- Valid Passport Copy
- E-mail
  - You may put the same email address or none@wbsc.org.

## 4.4 Access to My.WBSC System

The directions to access our management system are as follows:

1. Access [www.my.wbsc.org](http://www.my.wbsc.org).

2. Click on "Login with Google" to log in to the management system.
  - Log-in account and password will be provided separately by the WBSC Staff.

- The system is optimised for the latest version of the Google Chrome browser; thus, it is recommended to use Chrome as the browser to log in to the management system as it is a Google-based environment.
3. Click the "Events" tab above to select \_\_\_\_\_ located next to the event.
  4. Go to the \_\_\_\_\_ area to add people by clicking.
  5. Fill in the necessary information for each individual in ENGLISH.

## 4.5 Responsible Stakeholders

[View](#)

The WBSC [Accreditations](#) recognises Responsible Stakeholders [+ New](#) to conduct business directly related to the WBSC World Cups and events for the administrative task of processing all necessary accreditation documents in our management system. This ensures centralised coordination of the accreditation process and prevents individuals from making multiple requests for accreditation.

The Responsible Stakeholders are:

- The World Baseball Softball Confederation;
- The Host Organising Committee for the specified WBSC World Cup or Event;
- National Federations;
- BASE Marketing Partner(s); and
- Media

Through their authorised representative, each Responsible Stakeholder must complete and gather all required data to register their rightful accreditation holders by the set deadlines. They must ensure that all persons registered by them meet the requirements applicable to that category.

#### 4.5.1 WBSC Family, WBSC VIPs and Guests

As the governing body, it is our responsibility to identify, manage and register the following groups or parties that perform a specific function for our organisation and grant them access to that category within the event.

- WBSC Staff (including BASE Staff and Commentators);
- Officials (including Directors, TC, Umpire, Scorers and Clock Operators);
- VIPs;
- Guests; and
- Day and Tournament Passes

#### 4.5.2 LOC Staff, Volunteers, LOC VIPs and Guests

As the local organiser, you must collect the required data, access our management system and register the following groups or parties that perform the specified duties or functions that grant them access to the event.

- LOC Directors and Staff;
- Volunteers;
- VIPs; and
- Guest

#### 4.5.3 National Teams

All Participating Teams will be required to register a Preliminary Team Roster (PTR) no later than thirty (30) days prior to the beginning of the competition. Through their respective National Federation (NF), each Team will be able to log-in to the WBSC Management system.

As per Tournament Regulations, all Participating Teams and their respective NFs must confirm their Final Team Roster (FTR) prior to the tournament.

#### 4.5.4 Teams' Media

The Team shall register their media personnel as Staff under the Team Roster; they will be allowed to access all other Team Members through the same process as accredited media members. Please note that taking photos from the dugout is NOT permitted. Accreditation will be immediately withdrawn.

#### 4.5.5 Rights Holders, TV Production Crews

As a Marketing Partner, the BASE staff is responsible for identifying, managing and registering the following groups or parties that perform a specific function for our organisation and granting them access to that category within the event.



- Rights Holders; and
- TV Production and Crew

#### 4.5.6 Media

The opening of media accreditation is determined by the WBSC Media department (usually within two (2) months of the event's start). All media members, both local/national and international, will be able to apply for accreditation using the official WBSC Media Accreditation online platform at [my.wbssc.org](http://my.wbssc.org).

The accreditations procedure starts by clicking on MEDIA ACCREDITATIONS. The online form needs to be completed, also including a headshot. Once the request is submitted, media members will receive an automated confirmation e-mail and will be able to check the status of their request:

All the accreditation requests from local media will be approved or denied by the LOC, as they are most familiar with the local press or should have someone on staff that can vet the local applications.

Media accreditation should be for people working during the event, not for guests. If an individual is granted a photographer's accreditation, be sure they are taking pictures and working for a media outlet, not for their personal social media. Keep in mind that usually, the space for the photographers is overcrowded (especially during the home team games), and we should grant access to professional photographers working for real media that give visibility to the event.

#### Media accreditations

Enter

All members of the media who intend to cover WBSC events may apply for, as well as view the status of individual accreditation requests [here](#).

The WBSC Media department agrees to grant teams' media entrance to the Press and Photo Zones/Pits; for this purpose, they will receive a bib to wear in order to be recognised by the security. The bib must be worn together with the accreditation badge to be valid.

## CHAPTER 5 PRODUCTION PROCESS

### 5.1 Printing

The actual size of the badge shall be approximately 10 x 14.5cm (4 x 5.7in) or smaller, depending on the printer.

LOC can extract PDF files of badges (only for those you registered) from the system to print. WBSC will deliver all other PDF files to the LOC personnel in charge of accreditation in a timely manner. LOC is requested to print the badges in good resolution (a laser printer is fine, some LOCs prefer to send them to an external printing company to print and laminate).

## 5.2 Laminating

Lamination Only



Lamination and Pouch



It is preferred to create the accreditation badges without the plastic pouches; thus, the lamination should be done with a minimum of 150 mic thick laminating sheets, meaning each side should be 75 microns with enough margins above to punch and hook the lanyards.

## 5.3 Lanyards

WBSC branded lanyards will be provided by WBSC and shipped directly to the event. However, should the LOC wish to produce lanyards with interest from a sponsor, the LOC shall follow the below specifications, and a mock-up must be sent to the WBSC for approval prior to the production.

### Lanyard Specification

- Double satin polyester lanyard;
- Continuous sublimation printing on both sides;
- Random cut;

- Two metal hooks (one at each end);
- Without a safety buckle; and
- Height: 20 mm

As a general rule of thumb, the suggested number of lanyards to order would be 800 - 1000 pieces, based on the calculations below. Minor adjustments may be required based on the number of participating teams as well as media, guests and volunteers.

Teams	12 teams x 30 =	360
WBSC Staff & Officials		50
LOC Staff & volunteers		100
Media		100
TV		50
Guest/VIP/ Sponsors		50
Extra as spare		90
		-----
TOTAL		800 pcs

## 5.4 Replacement / Reproduction

All lost or stolen accreditations should be reported to the WBSC Event Leader or Staff handling accreditation. The accreditation centre staff should check whether it has been handed in and if so, it should be returned to the person. A new pass should be provided to replace the lost Accreditation.

Any accreditations found unattended at the venue should be immediately taken to the accreditation centre. When a lost accreditation card is returned to the accreditation centre, the accreditation staff should be checked to see if a new pass has already been printed. If it has been printed, the returned badge should be destroyed, and this should be recorded. If it has not been reprinted, it should be placed in a secure, known location for all lost accreditations.

In the case of last-minute Accreditation requests, the number should be held to a minimum.

## CHAPTER 6 DISTRIBUTION

Before the tournament begins, all accreditation badges must be ready to be distributed. Depending on the type of accreditation, the distribution can be done from several locations, such as Accreditation Centre at the venue,



WBSC Office at the hotel, the press conference, and through the Team Liaisons / Attachés.

## 6.1 Accreditation Centre

The LOC is responsible for establishing at least one accreditation to offer service to the participants and various stakeholders. The location of the Accreditation Centre should be easily accessible for all required personnel and should be planned to ensure a quick, efficient and pleasant experience for the attendees.

The Accreditation Centre should include a processing area and a waiting area. Where possible, an administration office could also be included. The Accreditation Centre must have the facility to access the WBSC Management System (a computer with consistent internet access) and be equipped with a colour printer, laminating machine, papers and laminating sheets or materials. A camera with a plain backdrop to take and upload photos is recommended but not required.

The following accreditation badges can be distributed from the accreditation centre(s):

- LOC, LOC Staff, Volunteers, VIPs, and Guests
- Press, Radio, Non-TV Rights and Photographer
- Any last-minute prints for the Teams in case of any mistakes or lost badges.

## 6.2 Teams' Hotel(s)

The assigned Team Liaisons / Attachés will distribute accreditations for participating teams upon their arrival. It is the duty of the Liaison / Attaché to deliver to the Teams and check if any badges are missing. Should there be any missing or misspelt badges, they must be communicated immediately to the Accreditation Centre.

## 6.3 WBSC Family Hotel

All Officials (TCs, Umpires, Scorers), WBSC Staff, VIPs, Guests of WBSC, Rights Holders, and spare Day Passes shall be delivered to the WBSC Family Hotel. Rights Holders shall be then distributed by our BASE staff accordingly.

## 6.4 Press Conference

All media (Press, Radio, Non-TV rights, Photographer) credentials can be distributed during the Press Conference (unless held virtually). The remaining badges that were not picked up can be then distributed at the accreditation centre at the venue.

# CHAPTER 7 CONTROL

## 7.1 Signage

Please refer to WBSC Branding & Promotion Guidelines for more detailed information, set up guidelines and visual examples of signage for zone control.

## 7.2 Personnel

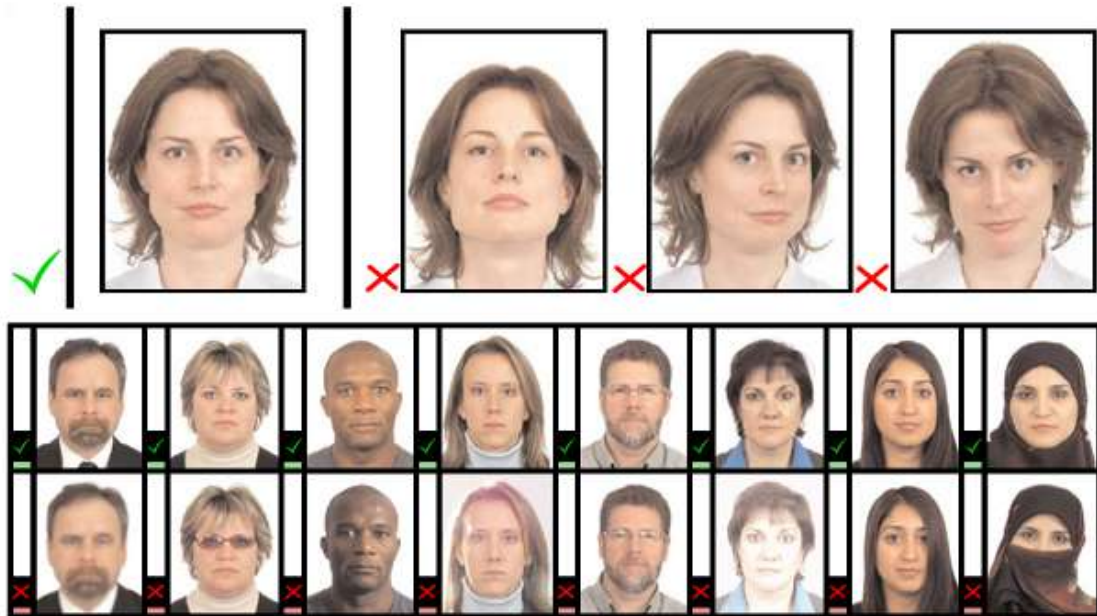
The LOC should assign at least one dedicated individual to assist with the production and handling of the Accreditation for the event. Further, the WBSC recommends there should also be additional volunteers/staff to help prepare (printing-cutting-folding-laminating-hooking the lanyards) before and during the event.

The LOC will ensure that each Accreditation Centre is adequately staffed to meet the predicted traffic flows of its key stakeholder groups.

It is preferable that these staff members are multi-lingual and speak at least the language of the Host Country and one of the WBSC's two official languages of English and Spanish.



## APPENDIX 1 PHOTO GUIDELINES



Digital images must follow these guidelines:

- Face forward, looking straight into the camera with eyes open and nothing covering the face.
- Looking natural with no facial expressions, for example, smiling, grinning or frowning.
- Nothing covering the eyes, for example, hair or glasses' frames.
- No sunglasses or tinted glasses.
- No hat or anything is covering the head unless for medical or religious reasons.
- In colour, not black and white.