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XVIII MEDITERRANEAN GAMES

TARRAGONA

2018

OCMG

www.tarragona2018.cat

Accreditation Manual

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A. GENERAL INFORMATION



1. XVIII Mediterranean Games Tarragona 2018

The Mediterranean Games are a sport competition organised every four years, for the athletes of the National Olympic Committees (NOCs) of the Mediterranean countries members of the International Committee for the Mediterranean Games (ICMG). It is both a sport competition and a crossroad for the cultures, continents and people of the Mediterranean basin.

The Mediterranean Games are placed under the aegis of the International Olympic Committee.

2. Tarragona and the co-host cities

The 2018 Mediterranean Games will take place in Tarragona and in 15 other co-host municipalities, two of which are in the province of Barcelona (Barcelona and Casteldefells).

The 13 municipalities of the Tarragona surrounding area are: Altafulla, Cambrils, Calafell, Constantí, El Morell, El Vendrell, La Pobla de Mafumet, La Selva del Camp, Reus, Salou, Torredembarra, Valls and Vila-seca.

Tarragona lies in Southern Catalonia and it is the capital of the Tarragona district and of its province. Founded in the 3rd century bC, it has a large port and it is the heart of a vast petrochemical centre. It was the capital city of the Roman province Hispania Citerior and it still retains important archaeological remains of that period.

Tarragona is a city of light and colours. Its climate, gentle and Mediterranean, toge-

ther with the welcoming ambiance of its streets and the hospitality of its inhabitants, helps create the large, fun, festive and cultural space in the open air that it has become.

On the shores of the Mediterranean Sea, Tarragona is one of the four capitals of the region of Catalonia; it is located 92 km South of Barcelona. The city spreads along 14 km of the littoral and its beaches have fine and golden sand, hence its name of Golden Coast (Costa Daurada).

Tarragona is a worthy heir of the Imperial Tarraco. It is a unique city that has succeeded in combining its remarkable Roman and medieval heritage with true modern gems: all serves to make it a prime tourist destination.

The city has always sought to recognise and respect its Roman heritage. This has led to the inscription of the archaeological ensemble of Tarraco, which lays in the city, to the UNESCO's World Heritage, in 2000.

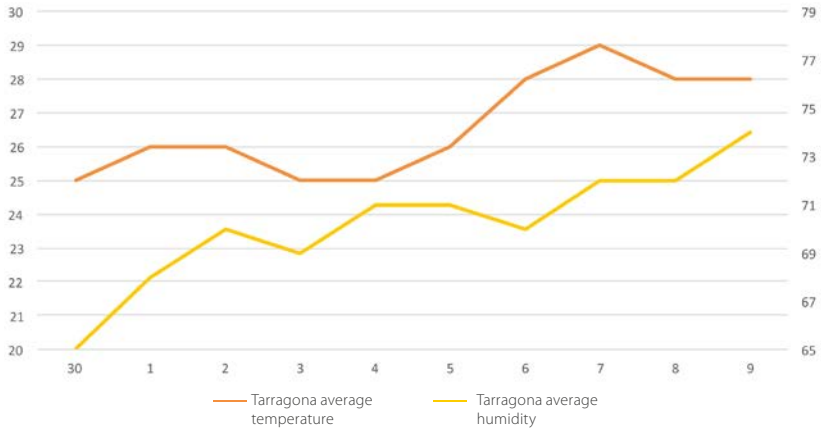


3. Climate

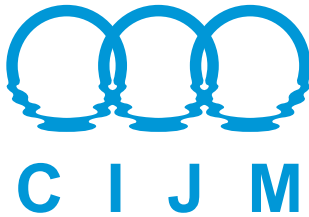
Tarragona enjoys a real Mediterranean climate, with mild temperatures during winter, and warm, dry summers.

The yearly average temperature is slightly over 16°C and rainfalls are inferior to 500mm.

It only rains between 2 to 4 days in June and July, with an average temperature of 24°C.



4. ICMG : International Committee of the Mediterranean Games



Executive Committee

President:.....	Mr. Amar ADDADI (Algeria)
1st Vice-president:.....	Mr. Denis MASSEGLIA (France)
2nd Vice-president:.....	Counsellor Khaled Zein ELDIN (Egypt)
Secretary General:.....	Mr. Isidoros KOUVELO (Greece)
Treasurer:	Mr. Kikis LAZARIDES (Cyprus)
Members:.....	Colonel Major Mustapha ZEKRI (Morocco)
	Justice Lino FARRUGIA SACCO (Malta)
	Mrs. Nour El Houda KARFOUL (Syria)
	Mrs. Theresa ZABELL (Spain)
	Mr. Stavri BELLO (Albania)
	Mrs. Nese GÜNDOĞAN (Turkey)
	Mr. Fathi HACHICHA (Tunisia)
	Mr. Marwan MAGHUR (Libya)
	Mr. Davide TIZZANO (Italy)

Technical Commission

President:	Mr. Víctor SÁNCHEZ (Spain)
Members:.....	Mr. Bernard AMSALEM (France)
	Mrs. Rossana CIUFFETTI (Italy)
	Mr. Constantinos MICHAELIDES (Cyprus)
	Mr. Ahmed ETTANNANI (Morocco)
	Mr. Stratos KARETOS (Greece)
	Mr. Mohamed ZRIBI (Tunisia)
Honorary President:.....	Mr. José María ECHEVARRÍA (Spain)
Assistant:.....	Mrs. Valérie ENAULT (France)

Medical and Anti-doping Commission

President:.....	Dr. Zakia BARTAGI (Tunisia)
Members:.....	Dr. Francesco BOTRE (Italy)
	Prof. Rüstü GÜNER (Turkey)
	Dr. Francisco Luis GOMEZ (Spain)
	Dr. Georgios MARINOS (Greece)
Honorary President:.....	Dr. Maurice VRILLAC (France)
Assistant:.....	Mrs. Katerina VOSKOPOULOU (Greece)

Commission of Development and Co-operation

President:.....	Mr. Tullio PARATORE (Italy)
Members:.....	Mr. Eros BOLOGNA (San Marino)
	Dr. Alaa GABRE (Egypt)
	Mrs. Ljiljana UJLAKI SUBIC (Croatia)

Statutes Commission

President:.....	Mr. Jean Michel BRUN (France)
Members:.....	Mr. Amar BOUKHTOUCHE (Algeria)
Honorary President:.....	Mr. Jacques GROSPAILLET (France)

Disciplinary Anti-doping Commission

President:.....	Mr. Lino FARRUGIA SACCO (Malta)
Members:.....	Dr. Zakia BARTAGI (Tunisia)
	Dr. Francesco BOTRE (Italy)
	Dr Amar BOUKHTOUCHE (Algeria)
	Dr Maurice VRILLAC (France)

Commission of Coordination for the XVIII Mediterranean Games Tarragona 2018

President:.....	Mr Amar ADDADI (Algeria)
Members:.....	Mr Kikis LAZARIDES (Cyprus)
	Colonel Major Mustapha ZEKRI (Morocco)
	Mrs Rossana CIUFFETTI (Italy)
	Mr Stavri BELLO (Albania)
	Mr Marwan MAGHUR (Lybia)
Assistant:.....	Mrs Valérie ENAULT (France)

Advisors

Personal advisor to the President.....	Mr. Alain LUNZENFICHTER (France)
Advisor for Protocol	Mrs. Fabrizia GRAZIANI (Italy)

5. National Olympic Committees members of the ICMG

Nº	LOGO	NOC	Abbr.	Nº	LOGO	NOC	Abbr.
				13		Kosovo	KOS
1		Albania	ALB	14		Libya	LIB
2		Andorra	AND	15		Lybie	LBA
3		Algeria	ALG	16		Former-Yugoslav republic of Macedonia	MKD
4		Bosnia- Herzegovina	BIH	17		Malta	MLT
5		Cyprus	CYP	18		Morocco	MAR
6		Croatia	CRO	19		Monaco	MON
7		Egypt	EGY	20		Montenegro	MNE
8		Slovenia	SLO	21		San Marino	SMR
9		Spain	ESP	22		Serbia	SRB
10		France	FRA	23		Syria	SYR
11		Greece	GRE	24		Tunisia	TUN
12		Italy	ITA	25		Turkey	TUR

The NOC of Portugal takes part as guest country following the decision adopted by the ICMG General Assembly, on 30 April 2016. Its admission in the ICMG will be voted during the ICMG AG in October 2017. Should it be accepted, it will participate as a full right member.

6. OCMG : Organising Committee of the XVIII Mediterranean Games Tarragona 2018



President:.....	Mr. Josep Fèlix BALLESTEROS
First Vice-president:	Mr. Alejandro BLANCO
Other Vice-presidents:.....	Mr. Javier VILLAMAYOR
	Mr. Josep POBLET
	Mr. Jaime GONZÁLEZ
	Mr. Gerard FIGUERAS
Members:	
From the IOC:	Mr. Juan Antonio SAMARANCH
	Mrs. Marisol CASADO
	Mr. José PERURENA
From the ESP NOC:	Mr. Víctor SÁNCHEZ
	Mr. Ricardo LEIVA
	Mrs. Isabel FERNÁNDEZ
From the Tarragona City Council:	Mr. Pau PÉREZ
	Mr. Josep Maria PRATS
	Mrs. María Elisa VEDRINA
From the National Government:	Mr. Jordi SIERRA
	Mr. Carlos GASCÓN
From the Government of Catalonia:	Mr. Òscar PERIS
	Mr. Albert BATLLE
From the Tarragona Provincial Council:	Mr. Josep MASDEU
	Mr. Josep Maria CRUSET

7. Sports programme of the XVIII Mediterranean Games Tarragona 2018

1		Athletics	15		Handball
2		Archery	16		Judo
3		Artistic Gymnastics	17		Karate
4		Badminton	18		Rhythmic Gymnastics
5		Basketball 3x3	19		Rowing
6		Beach Volleyball	20		Sailing
7		Bowls	21		Shooting
8		Boxing	22		Swimming
9		Canoeing	23		Table Tennis
10		Cycling	24		Taekwondo
11		Equestrian	25		Tennis
12		Fencing	26		Triathlon
13		Football	27		Volleyball
14		Golf	28		Water polo
			29		Water Skiing
			30		Weightlifting
			31		Wrestling

8. Sports schedule of the XVIII Mediterranean Games Tarragona 2018

SPORT	DISCIPLINE	M/W	SITE	VENUE	JUNE					JULY				
OPENING CEREMONY			Tarragona	TARRAGONA GYMNASIUM STADIUM	22									
Aquatics	Swimming	M/W	Tarragona	Campclar Aquatic Centre		23	24	25						
	Waterpolo	M/W	Tarragona	Campclar Aquatic Centre						27	28	29	30	1
Archery		M/W	Tarragona	Campclar Athletics Stadium	22	23	24							
Athletics		M/W	Tarragona	Campclar Athletics Stadium						27	28	29	30	
Badminton		M/W	El Morell	El Morell Pavilion		23	24	25	26					
Basketball 3x3		M/W	Tarragona	Camp de Mart Auditorium						27	28	29		
Bowls	Lyonnais	M/W	Tarragona	Campclar Velodrome				25	26	27	28			
	Pétanque	M/W	Tarragona	Campclar Velodrome				25	26	27	28			
	Raffa	M/W	Tarragona	Campclar Velodrome				25	26	27	28	29		
Boxing		M	Torredembarra	Torredembarra Pavilion				25	26	27	28	29	30	
Canoe-kayak		M/W	Castelldefels	Olympic Canal of Catalonia		23	24							
Cycling	Road race	M/W	Vila-seca	Vila-seca urban circuit						27				
	Time trial	M/W	Vila-seca	Vila-seca urban circuit									30	
Equestrian		Mixed	Barcelona	Royal Polo Club						27		29		
Fencing		M/W	La Selva del Camp	La Selva Pavilion		23	24							
Football		M	Various venues	Various venues	22	23	24	25	26	27	28	29	30	
Golf		M/W	Tarragona	Costa Daurada Golf Club		23	24	25	26	27	28			
Gymnastics	Artistic	M/W	Reus	Reus Olympic Pavilion		23	24	25	26					
	Rhythmic	W	Reus	Reus Olympic Pavilion							29	30		
Handball		M	Tarragona	Campclar Sports Palace			24	25	26	27	28	29	30	1
Handball		W	El Vendrell / Tarragona	Pavilion CE Vendrell & Campclar Sports Palace		23	24	25	26	27	28	29	30	
Judo		M/W	Cambrils	Cambrils Pavilion						27	28	29		
Karate		M/W	Cambrils	Cambrils Pavilion		23	24							
Rowing		M/W	Castelldefels	Olympic Canal of Catalonia							28	29	30	
Sailing		M/W	Salou	Salou Yacht Club		23	24	25	26	27	28	29		
Shooting		M/W	Tarragona	Shooting Range Jordi Tarragó		23	24	25	26					
Table Tennis		M/W	Valls	Valls Joana Ballart Pavilion					26	27	28	29	30	
Taekwondo		M/W	Salou	Salou Pavilion							28	29	30	
Tennis		M/W	Tarragona	Tarragona Tennis Club					26	27	28	29	30	
Triathlon		M/W	Altafulla	Altafulla urban circuit		23								
Volleyball	Indoor	M	Tarragona	Tarraco Arena Plaza	22		24		26		28		30	1
	Indoor	W	Tarragona	Tarraco Arena Plaza		23		25		27		29	30	1
	Beach Volleyball	M/W	Tarragona	Arrabassada Beach							28	29	30	
Waterski		M/W	Tarragona	Marina Port Tarraco		23	24							
Weightlifting		M/W	Constanti	Constanti Pavilion		23	24	25	26	27	28			
Wrestling	Freestyle	M/W	Vila-seca	Vila-seca Pavilion					26	27	28			
	Greco-Roman	M	Vila-seca	Vila-seca Pavilion			24	25						
CLOSING CEREMONY			Tarragona	TARRAGONA GYMNASIUM STADIUM										1

B. INFORMATION ON ACCREDITATION

9. Terminology used in this Manual

TERM	DEFINITION
ICMG	International Committee of the Mediterranean Games
IOC	The International Olympic Committee
IF	International Federation
OCMG	Organising Committee of the Mediterranean Games.
NOC	National Olympic Committee
The Games/MG	The XVIII Mediterranean Games – Tarragona 2018
ERT, E, EP	Radio and Broadcasters, Journalists, Photographers respectively
Responsible Organisation (RO)	An organisation identified by the ICMG as requiring accreditation to participate in the Games. The RO is responsible for submitting all applications for accreditation for its entire group
Accreditation Liaison Officer (ALO)	Each RO must appoint an Accreditation Liaison Officer, who is the main point of contact between the OCMG and the RO for the purposes of: <ul style="list-style-type: none"> - Obtaining any consents required; - Data Review, and - Sign off
E-Accreditation Portal	The online portal which allows ROs to register their participants
Category	The category is the group under which an individual is accredited
Function	A subset of category which more specifically defines the role of a participant
Validation	The process by which a participant's identity and entitlement to participate at the Games has been verified by the OCMG
Delegation Registration Meeting (DRM)	Official registration of each NOC attending the Mediterranean Games
Accreditation card	An accreditation badge issued by the OCMG, after approval of the ICMG

10. Overview of Accreditation

This manual, prepared by the Organising Committee (OCMG) following the Accreditation Table contained in the International Committee for the Mediterranean Games (ICMG)'s Protocol Manual, has been approved by the ICMG, in order to assist participating NOCs and other client groups to prepare for the Accreditation and Sports Entry (only for NOCs) process for the XVIII Mediterranean Games – Tarragona 2018 (the Games/MG).

The ICMG determines the categories entitled to hold an Accreditation card and the conditions, entitlements, privileges, seating stands, access to ceremonies and quotas for issuing the cards to participants according to their roles and retains the right to grant or refuse accreditation for access to the Games venues.

All the privileges that the ICMG in accordance with the OCMG have agreed for the XVIII Mediterranean Games Tarragona 2018 will be found in the Accreditation Chart attached to this document. Each Category will be provided with that Chart as a reference for all of their privileges.

The purpose of accreditation is to identify and register all persons involved in the Games and to grant them the necessary privileges to perform their tasks. Accreditations do not replace visas required to enter on the national territory.

The OCMG has established in conjunction with the ICMG the accreditation deadlines for each of the ROs. Each RO will need to name a responsible Accreditation Liaison Officer (ALO) who will be the main point of

contact with the OCMG for Accreditation related matters.

The OCMG will provide accreditation cards, upon presentation of a valid ID and/or passport – depending on the visa requirements for the country of origin – to all participants who have submitted full applications in due time, passed any relevant security controls and have met the criteria set by the ICMG.

The necessary ID and/or Passports will need to be valid at least until 1 month after the Games Closing Ceremony (01/08/2018).

The Accreditation card will be the only valid ID during the Games, which can be used as a pass and access to the various venues during the Games and which will identify the privileges granted to the accredited person.

Applications for an Accreditation Card may only be received from an approved RO via their ALO. No applications from individuals for accreditation may be submitted. Approved ROs are the ones recognized by the ICMG.

The Accreditation categories approved by the ICMG, according to the official Accreditation chart, are:

- The ICMG
- The IOC
- The NOCs
- The IFs
- The OCMG
- Media covering the Games: Broadcasters/Radio (ERT), Journalists (E), Photographers (EP).

The responsibility of accrediting all of the above categories by their ALOs is as follows:

CATEGORY	TO BE ACCREDITED BY
ICMG	ICMG
IOC	ICMG
NOC	Each NOC
IF	Sports and International Relations & Protocol Areas, OCMG
OCMG	OCMG
ERT	OCMG
E & EP	Each NOC

All information submitted as part of the accreditation application must be accurate. ROs are strongly recommended to ensure that all information is correct, particularly the spelling of names, identity document numbers and dates of birth.

ROs are officially recognised by the OCMG as participants, responsible for performing several tasks associated with the deployment of their delegation. It is only ROs approved by the OCMG that are eligible to request accreditation for their accredited persons. ROs are responsible for managing the accreditation process for any third parties or sub-contractors required by them to participate in the Games.

ROs must appoint a designated point of contact (ALO), responsible for managing the accreditation administration. ROs should comply with any existing legislation concerned when collecting personal data from their accredited persons, including where relevant permission to pass this information to the ICMG might be needed.

11. Key Dates and Contact information of the Accreditation Team

This section provides guidance on the time frames required to plan and deliver an accreditation operation for the Games.

30/06/17	Publication of the Accreditation Manual	OCMG	For the information of the Accreditation Process of all Categories involved in the Games according to the Privilege Matrix attached.
15/02/18	Opening of the E-Accreditation Portal	ICMG, IOC, IF, NOC, OCMG, ERT, E & EP	To collect accreditation data for all categories. The OCMG will provide the ROs with all the documents needed to start with the process.
22/03/18	Entry by number and by event deadline for NOCs (23:59 Spanish Time)	NOC	NOCs must enter via the E-Accreditation Portal the number of participants for each event.
06/04/18	Entry by name and by event. (23:59 Spanish Time)	NOC	Deadline for NOCs to enter via the E-Accreditation Portal their Long List of participants per name and per event.
06/04/18	Entry by name (23:59 Spanish Time)	E & EP	Deadline for NOCs to enter via the E-Accreditation Portal the names and relevant information of their accredited journalists.
06/04/18	Entry by name (23:59 Spanish Time)	IF, ERT	Deadline for OCMG to enter via the E-Accreditation Portal the names and relevant information of the IF and ERT categories.
11/05/18	Deadline for VIPs and OCMG entries	ICMG, IOC, NOC, IF, OCMG	Deadline to submit any entry for all names in the VIP category.
07/06/18	Final entry list by name and event (Short list) (23:59 Spanish Time)	NOC	NOCs must provide via the OCMG E-Accreditation Portal their Short List of final participants by event from the Long List entered before.
15-16/06/18	DRM	OCMG, NOCs	NOCs together with the OCMG will hold the DRM Meetings in order to confirm the final list of participants and other relevant data
17/06/18	Opening of the Village and beginning of validity of accreditation cards	ALL CATEGORIES	
04/07/18	Closing of the Village and end of validity of accreditation cards	ALL CATEGORIES	

12. The Accreditation Card

The accreditation card should be worn by all participants to access accredited venues at Games time. The elements printed on the card will be large enough to allow security/access control staff to quickly ascertain if a participant is authorised to enter the venue and specific zones within the venue. The card usually contains a number of security features protecting counterfeit/fraudulent activity.

The details on the card will be printed in French and English.

The front of the accreditation card will contain:

- A recent (within 12 months) colour image of the card bearer;
- The name of the card bearer;
- The Games logo;
- A large category code, with the corresponding background colour as determined in the Accreditation chart;
- The Games time role that the card bearer holds;
- Transport privileges (where applicable);
- Codes determining the venue access permitted;
- Codes determining the areas within the venue an individual is permitted to access;
- Seating privileges (where applicable);
- A visible security feature;
- The unique reference number for the accredited person.

The back of the accreditation card will contain:

- A recent (within 12 months) colour image of the card bearer;

- The official name of the card bearer as detailed on their identity document;
- Sponsor recognition (if applicable).
- Official ICMG text, in French and English, as follows:

"This Mediterranean Games Identity and Accreditation Card remains the property of the International Committee of the Mediterranean Games (ICMG) and can be withdrawn, with immediate effect, at the ICMG's sole discretion. By using this Card, the holder agrees to be filmed, televised, photographed, identified and otherwise recorded during the XVIII Mediterranean Games– Tarragona 2018– under the conditions and for the purposes now or hereafter authorised by the ICMG and/or OCMG in relation to the promotion of the Mediterranean Games and the Olympic Movement. The holder agrees that all photographs and moving images taken by the holder at the Mediterranean Games, including those of athletes competing within any Mediterranean Games venues, shall be used solely for personal and non-commercial purposes, unless the prior written consent is obtained from the ICMG and/or OCMG. The holder also confirms that they fulfil the qualifications and conditions required by the ICMG and/or OCMG in order to be issued this Accreditation Card.

The holder also agrees to authorize the use of any information about him/her collected by the ICMG and OCMG and to such data being processed, stored and used by them, and, where necessary, third parties, for the purposes of facilitating their participation in, and/or organising, the Mediterranean Games.

Sample of an Accreditation Card for the XVIII Mediterranean Games.

(Please note that the E-Accreditation Portal and therefore the design of the cards are not final)



When an application is submitted or saved in the E-Accreditation Portal the users will also need to attach a digital photo of the applicant to the record.

Accreditation cards cannot be produced without an approved photo that meets the following specifications. Not providing an appropriate photo through the E-Accreditation Portal will delay the validation and/or first access of any participant to an accredited venue.

Kindly take note of the digital photo requirements:

- Be the only person in the photo;
- Face forward, looking straight into the camera with eyes open and nothing covering the face;

- Looking natural with no facial expressions, for example grinning or frowning;
- Nothing covering the eyes, for example, hair or glasses frames;
- No sunglasses or tinted glasses;
- No hat or anything covering the head unless for medical or religious reasons;
- In colour, not black and white;
- Be taken against a white or light cream background.

Photograph format:

- Digital image file (jpeg, jpg, png, gif or bmp);
- 100-400kB size;
- Passport style photograph (width-to-height ratio 4x5).

Further details and requirements on the Accreditation process, and more specifically on the data collection via the E- Accreditation Portal, will be provided to the various categories once the System is be ready for usage through a "E- Accreditation Users Guide".

13. Categories, Functions and Quotas

All applications for accreditation are determined by their category and function.

The function is the role of the individual entitled to hold an accreditation card. The access entitlements for these categories and functions are defined in the Accreditation Chart in annex.

The categories and quotas of accreditation cards per function are determined by the ICMG, according to the ICMG Accreditation Chart.

An individual with ***multiple functions*** may only hold one Accreditation Card for the period of the Games. Approval from the ICMG, via the OCMG, will be required to merge accreditation privileges for any exceptional circumstances, where an individual is required to perform multiple functions.

Substitutions are NOT permitted in the XVIII Mediterranean Games Tarragona 2018.

Rotations are only permitted twice for the transferable guest under the NOC Category.

14. Accreditation Process and key dates per category

The E-Accreditation Portal will be accessed by each RO with their own log-in details via the Games Official Site. The site will be accessible in French and English exclusively through the Games' site:

www.tarragona2018.cat.

The different phases of the General Accreditation Process are the following:

1. Before the opening of the E-Accreditation Portal

OCMG will provide ORs with the following documentation:

- E-Accreditation Portal Users Guide;
- Users Account Form to have individual access to the System;
- An updated Accreditation Manual (if changes have occurred);
- Any other relevant access information.

2. Opening of the E-Accreditation Portal

The System will be opened to the ORs from **15 February 2018**.

ORs are allowed from this moment onwards to enter information on the number of participants in each event to which they plan to take part.

3. Deadlines for entries other than NOC Delegations

- **Media** representatives (journalist and photographers, categories E & EP) can be accredited by the NOCs of their respective countries until **6 April 2018, by 23:59, Spanish time**. The RO is each NOC for the media representatives from its country.
- All accreditations belonging to the **International Federation** categories (see Accreditation Chart in attachment) except President and Secretary General can be entered until **6 April 2018, by 23:59, Spanish time**, through the Sports Department of the OCMG.
- TV teams under the **ERT** category must be accredited until **6 April 2018, by 23:59, Spanish time**, exclusively through the OCMG.
- The following **VIP** et local persons (according to the ICMG Accreditation Chart) can be entered by the indicated RO until **11 May 2018, by 23:59 Spanish time**:
 - All **ICMG** and **IOC** categories. The RO is the ICMG.
 - **NOC** and **NOC**** categories of the National Olympic Committees chart. Each NOC is the RO for its respective persons.
 - The **IF Presidents** and **Secretaries General**. The RO is the OCMG International Relations & Protocol Department.
 - For all categories of the OCMG chart, the RO is the OCMG.

15. Accreditation and Entry Process for NOC Delegations

NOCs are one of the largest categories in the XVIII Mediterranean Games since this category is open to a great number of people, including basically athletes and officials.

Despite the fact that the E-Accreditation Portal will be used by all participating categories to enter their Data, the NOCs will merge the Accreditation Process for their athletes with their Entries Process through the E-Accreditation Portal. That is the reason why it is considered extremely necessary to specify the Delegations Accreditation and Entries process in this document.

NOCs will be provided before the opening of the E-Accreditation Portal with the appropriate "Games Calculator Rule" in order to obtain the final number of their Officials depending on the number of participating Athletes.

The Calculator will be provided to NOCs for a perfect understanding of the process.

The E-Accreditation Portal will be accessed by each participating NOC with their own log-in details via the Games Official Site, which will be accessed in French and English, exclusively through the site: www.tarragona2018.cat.

The different phases of the NOC Accreditation Process are as follows:

15.1. Before the opening of the E-Accreditation Portal

OCMG will provide NOCs with the following documentation:

- E-Accreditation Portal Users Guide;
- Users Account Form to have individual access to the System;
- An updated Accreditation Manual (if changes have occurred);
- Any other relevant access information.

15.2. Opening of the E-Accreditation Portal:

The System will be opened to the NOCs from **15 February 2018**.

NOCs are allowed from this moment onwards to enter all information about all potential athletes and officials included in the NOC category, without a maximum number of persons.

All participating athletes must be citizens of the countries they represent according to the IOC rules.

Athletes must be entered in each event into which they could take part.

15.3. Entries by number:

The list of entries by number of an NOC with participating athletes must be sent to the OCMG, via the E-Accreditation Portal, until the **22 March 2018 (23:59, Spanish Time)** at the latest.

15.4. Entries by name (Long List):

Preliminary entries with the data of all the NOC athletes potentially participating at the Games will be sent via the E-Accreditation Portal to the OCMG at the latest on the **6 April 2018 (23:59, Spanish Time)**. Any potential participant must be assigned to all sport events (minimum one event) in which he/she might be finally entered.

The same deadline applies for NOC potential Officials. NOCs are requested to include in the long list any potential member of the official delegation (athletes and officials), with no limit of initial entries, as no athlete or official can be added after the deadline of 6 April 2018.

15.5. Final entries by name (Short List)

15 days before the beginning of the Games, on the **7 June 2018 (23:59, Spanish Time)** at the latest, NOCs must send their final entries list per name and per event through the E-Accreditation Portal, confirming from the initial Long List the names of the participating athletes already entered before 6 April 2018.

15.6. DRMs

Delegation Registration Meetings (DRM) are the one-to-one meetings between each NOC Chef de Mission and the OCMG, to confirm any eventual change in the short list. DRMs will be held in Tarragona during the **15 and 16 June 2018**. Further and extended details about the DRMs will be provided at the Chef de Mission Seminar.

The Final NOC Accreditation and Entries List will be included in the DRM Report, which must be signed by the Chef de Mission at the end of the DRM.

An NOC Disclaimer Form will be provided to NOCs in due time for their own analysis. NOCs will need to return it signed to the OCMG during the DRM Meetings at the latest.

15.7. Exceptional changes after the DRM

Exceptional changes after the DRM in any of the athletes entries will be allowed only until two hours before the Technical Meeting of each sport and exclusively for medical reasons, according to the following Late Athlete Replacement (LAR) Process (included also in the Chefs de Mission Manual).

LATE ATHLETE REPLACEMENT POLICY AND PROCEDURE (LAR)

The deadline for confirmation of sport entries of participating athletes in the Mediterranean Games Tarragona 2018 (short list) is **7 June 2018 (23:59, Spanish time)**.

However, where urgent medical problems arise, or in other exceptional circumstances that are assessed on a case-by-case basis, the ICMG may permit the permanent replacement of one athlete by another only in the same sport, discipline and event.

Replacement of an athlete can only occur after consultation with the relevant IF and, when deemed necessary by the ICMG, an ICMG medical expert.

The replacement of athletes due to medical reasons after 7 June 2018 and up to 2 hours prior to the Sport Technical Meeting is possible only provided that the following rules are respected:

1. The replacement athlete (substitute) has to be entitled to take part in the Games as stipulated in the ICMG rules;
2. No doping control issues concerning the substitute must be pending;
3. The name of the substitute has to be included in the NOC long list prior to the application for accreditation deadline on 6 April 2018;
4. Following the athlete replacement, the accreditation card of the replaced athlete shall be cancelled.

The following additional procedures must also be carried out in order for one athlete to be replaced by another:

- a) The relevant NOC must fill out an Official Athlete Replacement Form for the athlete to be replaced and the substitute;
- b) The relevant NOC must provide medical documents justifying the replacement.
- c) A new "Sport Entry Form" must be duly completed and submitted by the relevant NOC for the substitute.

Following confirmation from the OCMG Tarragona 2018 that the submission procedure has been correctly completed, the application for LAR shall be approved by:

- The Technical Delegate for the relevant sport or discipline, on behalf of the IF;
- The designated representative of the ICMG.

Any LAR request and necessary documentation should be sent by email or submitted in person to the OCMG Tarragona 2018 Sports Entries department, at:

- Mediterranean Village – Sport Entries and Sport Information Centre
- E-mail: entries@tarragona2018.cat

LAR due to **exceptional circumstances or requested after the deadlines** are subject to the approval of the ICMG.

15.8. Table of Accreditation Process for NOC delegations

30/06/17	Publication of the Accreditation Manual	
January 2018	E-Accreditation Documents	OCMG will need to obtain signed authorization forms from the various NOCs to obtain their participants data
19/02/18	Opening of the E-Accreditation Portal	
22/03/18	Entry by number and events (23:59, Spanish Time)	NOCs must enter via the E-Accreditation Portal the number of participants for each event. Only for Aa subcategory.
06/04/18	Entry by name and by event LONG LIST. (23:59, Spanish Time)	<ul style="list-style-type: none"> - Deadline for NOCs to enter via the E-Accreditation Portal their potential Long List for all athletes and officials. - Each Aa in the long list will need to be assigned to minimum one event by this deadline.
07/06/18	FINAL entry list by name and event SHORT LIST (23:59, Spanish Time)	<ul style="list-style-type: none"> - NOCs must provide via the OCMG E-Accreditation Portal their Short List of final participating athletes to the Games. - Aa in the short list will need to be assigned to the event(s) into which they will participate.
15-16/06/18	DRMs: Confirmation of the final list of participants	Every NOC, together with the OCMG, will hold a DRM in order to confirm the final list of participants and other relevant data before the delegation's arrival.
17/06/18	Opening of the Village and beginning of validity of Accreditation cards	Accreditation cards can be collected at the Main Accreditation Centre. Please refer to section 9 of this Manual.
04/07/18	Closing of the Village and end of validity of Accreditation Cards	

16. Special passes, Guest and Day Passes

16.1 The 2-part pass

This card is used for workers, to provide the OCMG operational flexibility to deploy workforce across a number of venues on a day-to-day basis whilst maintaining control of the total headcount on venue. This comprises a shortened version of the regular accreditation card (first part pass), containing the individual's personal information, and must be used with the upgrade card (or second part of the pass) to permit access to venues.

16.2. Guest Passes

Guest passes are produced for specific Games venues for non-accredited persons in venues such as the Village and other various Games Venues.

Mediterranean Village Guest Pass

The athletes are at the heart of the Games, and in order to ensure they have a secure and private environment to prepare themselves for competition, access to the village is strictly controlled.

The Mediterranean Village is a space mainly residential where only accredited persons with the right to do so have access. Accredited persons can access the operational area of the Village and/or the residential part of the Mediterranean Village with a Guest Pass, according to the following description.

There are ***three different types of Mediterranean Village Guest Pass:***

1. **NOC Mediterranean Village Guest Pass**, which provides access to the operational areas of the Village and escorted access to the Residential Zone. Quotas for NOC Mediterranean Village Guest Passes are determined according to the delegation size.
2. **Media Mediterranean Village Guest Pass**, which provides access to the operational areas of the Village only. Quotas are determined by the ICMG.
3. **Protocol Mediterranean Village Guest Pass**, which provides access to the operational areas of the Village and escorted access to the Residential Zone. Mediterranean Games Family Operations manages this group.

These passes are created to strictly preserve the privacy of the Athletes. They are delivered on presentation and deposit of their Accreditation or Passport / ID Cards for a Daily Guest Pass to the Mediterranean Village.

Daily quotas are limited by the OCMG. It is the ROs responsibility to invite and register all guests in advance, including communicating any requirements set by the OCMG, such as presenting original identity documents.

Applications must be submitted in advance, at least the previous day by 15:00, at the Guest Passes Centre at the Mediterranean Village. All applicants are required to comply with any security requirements determined by the Host Country. ROs may only apply for Mediterranean Village Guests passes within their permitted quota. No guests will be permitted

to enter the Mediterranean Village in the event that an application is not submitted in advance.

The individual is required to visit the Guest Pass Centre, which is operated by the OCMG on the perimeter of the Mediterranean Village to collect the pass. They will be required to surrender their accreditation card or other official identity document, such as a passport or ID card.

Guest passes holders need to leave the Village by closing time and return their daily pass. In that moment, they will recover their exchanged Accreditation card or ID / Passport.

16.3 Other venues Guest Pass

The OCMG can determine guest passes to allow access to other competition or non-competition venues, if required by other ROs. The procedures will be established and communicated in due time.

16.4 Day Pass

A Day Pass is a venue specific temporary access pass, issued for operational reasons at competition or training venues only. Day passes are only valid for the day on which they are issued. In order to obtain a day pass, functional areas must provide full justification for the reason for access.

These passes are used for:

Repairs / Maintenance of equipment / Overlay / Structures within the venues or unforeseen emergencies / Temporary assignment from another venue to provide shift relief / Operational support / Personnel management of disputes / Performance issues.

Operational intervention as agreed with the Venue Manager

Should not be used for observation, general meetings with colleagues nor for inviting/escorting guests.

The procedures will be established and communicated in due time.

16.5 Access to Restricted Areas

Access to certain zones, sessions, areas and ceremonies may require in addition to the Accreditation Card other devices such as armbands, bibs or tickets. These are known as Supplementary Access Devices (SAD).

All SAD must be approved by the OCMG and registered with the relevant accreditation function;

SAD must be used along with the accreditation card as they do not grant the access to any venue or zones by themselves;

17. Accreditation Facilities and Accreditation Team

Accreditation Facilities services are provided to the various participants of the XVIII Mediterranean Games of Tarragona 2018.

The Accreditation Centres for the XVIII Mediterranean Games Tarragona 2018 will be the following:

- **Main Accreditation Centre (MAC) at the Mediterranean Village:** for athletes, team Officials, OCMG and the task-force.
- **Accreditation Centre for the Mediterranean Family at the Main Mediterranean Games Family Hotel:** for ICMG, IOC, IFs, NOCs, Dignitaries, and Other Guests.
- **Media Accreditation Centre:** this centre will be located at the Main Press Centre.

The opening hours of the three different Accreditation Centres will be:

- **MAC at the Mediterranean Village:** 24/24
- **Accreditation Centre for the Mediterranean Family at the main Mediterranean Games Family Hotel:** 09:00 to 19:00 (except early or late arrivals previously communicated).
- **Media Accreditation Centre:** 09:00 to 19:00 (except early or late arrivals previously communicated).

In case an accredited person loses the Accreditation Card, he or she will need to go to one of the above mentioned Accreditation Centres with a proper ID or Passport in order to get a duplicate of the card and fill in a "Lost Card Declaration" in order to be issued with a replacement.

18. Accreditation Charts, Sport Codes and Mapping

Venue Access

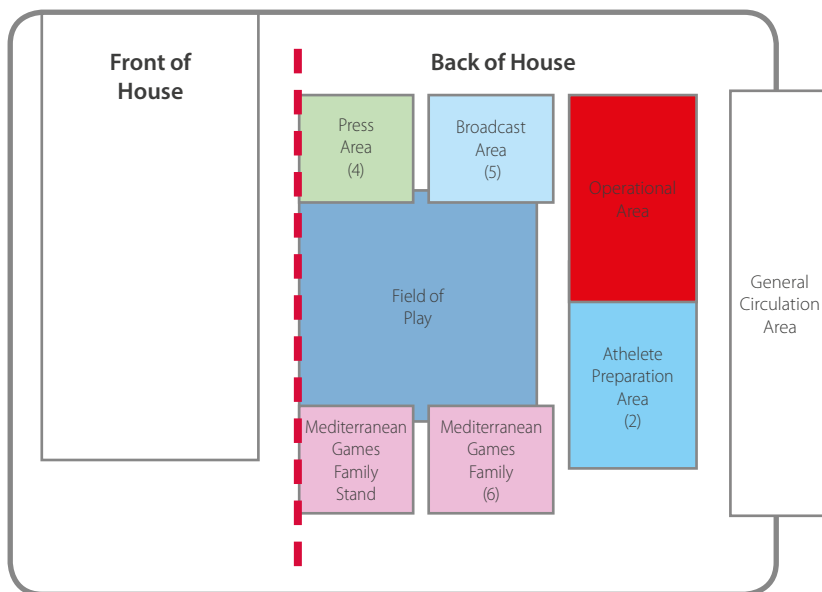
Specifies venue access rights for each population within each category as per the following table:

VENUE CODE	ACCESS ENTITLEMENT
ALL	All competition and training venues
MV	Mediterranean Village
IBC	International Broadcast Centre
MPC	Main Press Centre

Zone Access

The accreditation zones provide access to individuals based upon the areas that participants require regular access in order to perform their roles. The accreditation zones for the Mediterranean Games can be defined as follows:

ACCESS CODE	ACCESSIBLE AREAS
Blue	Field of Play, Operational Areas, General Circulation Areas (Main entrances)
Red	Operational Areas (reserved entrances), General Circulation Areas (Main entrances)
White	General Circulation Areas (Main entrances)
2	Athlete Preparation Areas
4	Press Area
5	Radio and Broadcast Areas
6	Mediterranean Games Family Areas
R	Residential zone of the Athletes Village
Knife and Fork	Access to the Mediterranean Village restaurants



ZONE	DESCRIPTION
	Field of Play
	Operational Area
	General Circulation Area
2	Athlete Preparation Area
4	Press Area
5	Broadcast Area
6	Mediterranean Games Family Areas

Transport acces per category

TRANSPORT CODES	DESCRIPTION	PRIVILEGES
T-1	Reserved vehicle with driver (individual)	Reserved vehicle with driver, assigned to one person Only for Games participants
T-2	Reserved vehicle with driver (shared)	Reserved vehicle with driver assigned to two persons. Only for Games participants
T-3	Car pool with driver (upon request)	Only for Games participants
T-4	Circuit Transport offered by OCMG	Circuit Transport offered by OCMG
T-A	Athletes and Officials Transport	Transport system reserved to participating delegations
T-O	Transport provided by OCMG according to needs	Transport system offered by the OCMG to their personnel, media and judges.

Sport Codes

CODE	SPORT/DISCIPLINE
AR	Archery
AT	Athletics
BD	Badminton
BK	Basketball 3x3
BV	Beach Volleyball
BX	Boxing
CA	Canoe-kayak
CY	Cycling
EQ	Equestrian
FB	Football
FE	Fencing
GA	Artistic Gymnastics
GO	Golf
GR	Rhythmic Gymnastics
HB	Handball
JU	Judo

CODE	SPORT/DISCIPLINE
KT	Karate
BW	Bowls
RO	Rowing
SA	Sailing
SH	Shooting
SW	Swimming
TE	Tennis
TK	Taekwondo
TR	Triathlon
TT	Table Tennis
VB	Volleyball
WL	Weightlifting
WP	Water polo
WR	Wrestling
WS	Water skiing

19. Accreditation Chart for the XVIII Mediterranean Games Tarragona 2018

The Official ICMG Accreditation Chart, as approved by the ICMG on 1 April 2016, is in annex to this manual.

20. Version

In case of divergence between the French text on the one hand and any other language of this Manual on the other hand, the French text shall prevail.

This Manual has been approved by the ICMG on 23 May 2016.

ANNEX - ICMG ACCREDITATION CHART

ACCREDITATION PRIVILEGE CHART FOR THE XVIII MEDITERRANEAN GAMES – TARRAGONA 2018

ICMG - INTERNATIONAL COMMITTEE OF THE MEDITERRANEAN GAMES							
CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
ICMG	President of the ICMG	ALL Venues MV IBC, MPC	ALL, R Blue		Official Stand	ICMG Sector	T-1
	Members of the ICMG Executive Committee						
	Honorary Members of ICMG		4, 5, 6, R Red				T-3
	Presidents of ICMG Commissions						
ICMG**	1 guest for each ICMG accredited person						
B	Guests of the ICMG Executive Committee	ALL Venues	6 White	52 cards	Stand of Honour	G Sector	T-3
	Delegation from the previous Mediterranean Games			3 cards			
	Delegation from the next Mediterranean Games			6 cards			
	Presidents of the Mediterranean Sport Unions participating in the MG						
	Representatives of the World Anti-Doping Agency						
B	ICMG Staff	ALL Venues MV IBC, MPC	4, 5, 6, R Red		According to function	According to function	T-3
B	Members of ICMG Technical, Medical and Anti-Doping, Disciplinary and Coordination Commissions	ALL Venues MV IBC, MPC	ALL, R Blue		Stand of Honour	G Sector	T-2
	Members of other ICMG Commissions						
B**	1 guest each per Commission Member						6 White

NATIONAL OLYMPIC COMMITTEES							
CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
NOC	Presidents and Secretaries General of NOCs members of ICMG	ALL MV IBC, MPC	ALL, R Blue		Official Stand	NOC Sector	T-2 T-1 (more than 49 athletes)
NOC**	1 guest each		4, 5, 6, R Red				T-3
NOC	Sovereign or Head of State and Head of Government	ALL	6 White		Official Stand	G Sector	Special Treatment (TS)
	Sports Minister						T-3
NOC**	1 guest each						
NOC	Entourage of Sovereign or Head of State and Head of Government	ALL	6 White	maximum 2 each	Stand of Honour	Gi/Gt Sector	T-4
NOC	Transferable guest (max. 2 times)	ALL	6 White	1 card per 5 athletes until 20 athletes, plus 1 each 20 additional athlete	Stand of Honour	Gi/Gt Sector	T-4
NOC	Horse owners	Equestrian Venues only	R Red	maximum 2 per horse	Athletes stand in equestrian venues	According to ceremonies program	T-4
Aa	Athletes	Own Sport Venues MV Residents	2, R Blue		Athlete Stand (A) at own sport venues, free ticket required for all other venue sports	According to ceremonies program	T-A

NATIONAL OLYMPIC COMMITTEES							
CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
Ac	Chefs de mission & Deputy Chefs de mission	ALL MV IBC, MPC	ALL, R Blue		Honor Stand or Athlete Stand (A) at all sports venue	According to ceremonies program	T-1
	Mediterranean Attaché						T-4
Ao	Coach Medical and Veterinarian Personnel Technical Personnel Administrative Personnel	Own sport venue or ALL venues where athletes participate (according to quotas: 10% ALL, 25% 3 sports, other 1 sport) Residents MV	2, R Blue		Athlete Stand at own sport venue, free ticket required for all other venue sports	According to ceremonies program	T-A
	Press Attaches	All venues where athletes participate MV IBC, MPC	4, 5, R Blue	1 per NOC	Athlete Stand	According to ceremonies program	T-A
	Grooms	Only equestrian venues, Residents MV	2, R Blue		Athlete Stand in equestrian venues	No place foreseen	T-A
	Caddies	Only golf sites, Residents MV	2, R Blue	1 per athlete	Athlete stand in golf venues	No place foreseen	T-A
P	Personal trainers (athletics, gymnastics, swimming, tennis, cycling, shooting)	Own sport venues	Blue		Athlete Stand in own sport venues	No place foreseen	T-4

INTERNATIONAL FEDERATIONS							
CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
IF	IF Presidents and Secretaries General of sports participating at the MG	ALL MV	ALL, R Blue		Honor Stand Federation Stand in each sport venue	IF Sector	T-1 or T-2 (1 car per IF)
IF**	1 guest each		4, 5, 6, R Red				T-3
IF	Technical Delegates	ALL	ALL Blue		Honor Stand Federation Stand in each sport venue	IF Sector	T-1 or T-2, according to needs
J	Technical Officials of IFs Jury members named by the IF	Own Sport	6 (own sport venue) Blue		Federation Stand in each sport venue	IF Sector	T-O

INTERNATIONAL OLYMPIC COMMITTEE							
CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
IOC	IOC Members	ALL MV IBC, MPC	ALL, R Blue		Oficial Stand	ICMG Sector	T-1
IOC**	1 guest each		4, 5, 6, R Red				T-3
B	IOC Directors	ALL MV IBC, MPC	6 White		Honor Stand	G Sector	T-3

ORGANISING COMMITTEE OF THE MEDITERRANEAN GAMES							
CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
OCMG	President of the OCMG Mayor of the Host City Director General, or equivalent of the OCMG	ALL, MV IBC, MPC	ALL, R Blue		Official Stand	OCMG Sector (President, Mayor) or G Sector	T-1
OCMG	Members of OCMG Executive Committee Directors of OCMG Departments	ALL, MV IBC, MPC	ALL, R White		Official Stand	G Sector	T-O
OCMG	IOCMG Guests Guest of the NOC of the host country Presidents of National Federations of the Host Country and/or the region of the sports participating in the MG Partners participation in marketing activities, in commercial and advertising operation of the MG	ALL	6 White		Honor Tribune	Gt/Gi Sector	T-O
J	Referees, judges Other competing officials	Sport-specific sport	6 (sport-specific sport) Blue		Federation Stand own sport	Sector IF	T-O
O	Staff having a function in the organisation of the MG	As necessary	As necessary		As necessary	As necessary	T-O
OV	Volunteers having a function in the organization of the MG	As necessary	As necessary		As necessary	As necessary	T-O
S	Persons in charge of order and safety services at the MG	As necessary	As necessary		As necessary	As necessary	T-O

RADIO AND BROADCASTERS							
CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
ERT	Radio, Television and Film Production Teams and Technical Staff	ALL IBC, MPC MV with guest pass	4,5,6 Blue according to needs		ERT Tribune according to agreement	ERT Sector	T-O

PRESS AND PHOTOGRAPHERS							
CATEGORY	POPULATION	VENUE ACCESS	ZONE ACCESS	QUOTA	SEATING ACCESS	CEREMONIES	TRANSPORT
E	Journalists	ALL MPC MV with guest pass	4 White		E Tribune according to previous agreement	Sector E	T-O
EP	Photographers	ALL MPC MV with guest pass	4 White		Access to photo shooting points with special vest/bib/armband	Access to field of play with special jacket/bid/armband	T-O

LEGEND

ACCESS CODE	ACCESSIBLE AREAS
BLUE	Field of Play, Operational Areas, General Circulation Areas (Main entrances)
RED	Operational Areas (reserved entrances), General Circulation Areas (Main entrances)
WHITE	General Circulation Areas (Main entrances)
2	Athlete Preparation Areas
4	Press Area
5	Broadcasters reserved Areas
6	Mediterranean Games Family Areas
R	Residential zone of the Athletes Village

TRANSPORT CODES	DESCRIPTION	PRIVILEGES
T-1	Dedicated car with driver (individual)	Dedicated car with driver Transportation system for the Games clients
T-2	Dedicated car with driver (shared)	Dedicated car with driver Transportation system for the Games clients
T-3	Dedicated cars with drivers (upon request)	Transportation system for the Games clients
T-4	Circuit transportation provided by the OCMG	Circuit Transport offered by OCMG
T-A	Athletes and Officials Transport	Transportation system for participating delegations
T-O	Transportation provided by the organisation as necessary	Transportation system provided by the organisation to its staff and to the media and the judges



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