



دوري الخليج العربي
ARABIAN GULF LEAGUE



STAY SAFE

MEDIA REGULATIONS
SPORT SEASON 2020 – 2021



MEDIA REGULATIONS SPORT SEASON 2020 – 2021

INTRODUCTION	3
CHAPTER 1: Definitions	4
CHAPTER 2: Scope & Representation	9
Scope of Application	9
The Board of Members of the UAE Pro League (UAE PL)	9
Technical Committee	9
CHAPTER 3: Club Personnel	10
Club Media Officer	10
Volunteers	10
Chapter 4: Club Information	11
Pre-Season	11
Start List	12
Chapter 5: Media Facilities	12
General	12
CHAPTER 6: Media Activities	13
Line-up before the Match	13
Team Photo before the Match	14
Press Conferences	14
Mixed Zone	17
VIP Entrance	17
UAE PL Official Media channels	17
Official training	18
CHAPTER 7: Accreditation, Access and Security	18
Accreditation	18
Bibs	19
Match Tickets for Media Tribune	20
Restricted Areas	20
Security	20
Chapter 8: Photographer Operations / ENG Crews	21
Access into Surrounding Pitch Area	21
Photographer / ENG Crews Positioning during Team Warm-Up	21



Photographer / ENG Crews Positioning during the Match	22
Photographer / ENG Crews Positioning after the Match	23
Media Tribune	24
Mixed Zone area	24
Use of remote camera	24
Use of Monopods	24
Flash Photography	25
Chapter 9: Non Rights Holders Operations	25
Match Footage	25
Entry into the Stadia	25
Chapter 10: Digital Rights	25
Digital match broadcast rights	25
Chapter 11: Financial provisions	27
Costs	27
CHAPTER 12: General Provisions	27
Disciplinary Measures	27
Special Provisions	27
Responsibility & Indemnity	27
Matters not provided for	28
Ratification	28
Appendices	29
Club Media Officer's Job Description	29
Media Facilities Checklist	33
Forms	42
Appendix 6: UAE PL Bank Account details	47



INTRODUCTION

Media are an integral part and a key stakeholder when promoting and covering an event. In order to assist the media, it is vital that the UAE PL, together with the clubs provide a certain standard of facilities and ensure that its operations are supporting the media.

The main objective of the UAE PL Media Regulations is to define for all Clubs and Media who are participating in UAE PL Competitions what is required and what is permitted at those events, and to ensure equality in the standards of services provided to the media.



CHAPTER 1: DEFINITIONS

"**FIFA**" Shall mean the Fédération Internationale de Football Association.

"**AFC**" Shall mean the Asian Football Confederation.

"**IFAB**" shall mean International football association board

"**UAEFA**" shall mean the United Arab Emirates Football Association

"**UAE Pro League / UAE PL**" shall mean the entity that constitutes of the Professional clubs eligible to participate in the Arabian Gulf League Competition, to assume technical, financial, commercial, and administrative management of the Professional Clubs' competitions

"**Technical Committee**" shall mean the Committee formed by virtue of the UAE PL Board of Members, to assume the responsibilities as stipulated for in the Executive Regulations and the Statute of the UAE FA, and in coordination with the Competitions Committee concerning mutual matters.

"**Disciplinary Committee**" a semi-judicial committee under the UAE FA.

"**The Executive Department of the UAE PL**" is the administrative sections in charge of the implementation of the regulations and the resolutions issued by the UAE PL Board of Members and to supervise the organization of competitions, and to coordinate among the subcommittees and the professional clubs.

"**Participating Club(s)**" shall mean those teams participating in the Competition, under the authority of the Member Club and the UAE PL during the Competition

"**Quality Control Procedure**" shall mean the sanctions imposed on Clubs for failing to abide by any of the UAE PL Regulations.

"**Accreditation/ Accredited Person**" shall mean the permit given to a person or a group of people, including issuing an accreditation card, which allows such individuals to perform specific activities within the secured area at the stadium.

"**Accreditation Card**" shall mean the cards which allow access to secured areas within the stadium at Competition Matches, which are issued by the UAE PL.

"**Team Delegation**" shall mean any other player and/or officials who are not registered for that particular match but have been registered by the team with the UAE PL and eligible to participate in the Competition

"**TV Broadcast Timeline**" This includes all main completed production requirements



which the producer shall broadcast in the final signal, for the matches organized by the UAE PL, and which the producer is committed to broadcast according to the timeline as stipulated in Appendix (7): Broadcast Timeline.

“Circulars” Instructions or amendments related to these Regulations, notified to the Participating Clubs by the UAE PL in the form of official letters before or during the season.

“Match Schedule” the official fixture list as defined by the UAE PL.

“Host Broadcaster(s)” any entity (ies) that have acquired from the UAE PL any rights in relation to the Broadcast Rights whether in the form of a TV or a Radio signal.

“Commercial Affiliates” any entity, including without limitation any Host Broadcaster, obtaining any rights of the commercial rights from the UAE PL.

“Broadcast Rights” the right to broadcast the competition matches and entering the stadium for purposes of TV live broadcasting and/or radio broadcast and/or voice recording and/or audio-visual media recording in addition to obtaining licenses for live broadcast and/or recording and/or any of these matters in any form whatsoever or all forms of TV broadcast and/or radio or any other media existing nowadays or might exist in the future including all forms of land, wired and satellite TV broadcast, the Internet, TV broadband (fixed and/or wireless), Internet, interactive televisions, broadcasting by phone and any other electronic applications or other means and tools.

“Digital rights” shall mean the right to broadcast UAE PL matches online.

“Referees” The Match officials appointed by the Referees Committee.

“U21 League” shall mean the league competition organized by the UAE PL participated by the under- 21 team of the Clubs, and is held on the day after the club's competition in the Arabian Gulf League on the same schedule while alternating the hosting club.

“Arabian Gulf League” shall mean the premier / top division league organized by the UAE PL, participated by the first team of Clubs

“League” shall mean the Arabian Gulf League

“UAE PL Logo” shall mean the official logo of the UAE PL, and/or such other official logo, which shall be the only marks used by UAE PL, save where otherwise mutually agreed by the parties



"FIFA Laws of the Game" shall mean the codified rules which are authorized and published by the sport's governing body FIFA via the International Football Association Board that help define association football

"Official Match Countdown" shall mean the list containing UAE PL approved activities and events from 3 hours before the match until the kick-off time of the match. The list shall contain the list of activities including the specific time these activities should take place

"Force Majeure" shall be any event, or threatened event, affecting or which may affect the performance of any provision of this Agreement, arising from or attributed to acts, events, omissions or accidents which are beyond the reasonable control of a party, and shall include but not be limited to abnormally inclement weather, food, lightning, storm, fire, explosion, earthquake, structural damage, epidemic or other natural disaster, war, terrorist action, military operations, riot, crowd disorder, strike, lock-outs or other industrial action, or civil commotion

"Cup Competition" shall mean the annual competition organized by the UAE PL, comprising of a group stage played in a league format and a knock-out stage

"Super Cup" shall mean the match which is organized by the UAE PL between the Arabian Gulf League Champion and UAE President's Cup Champion from the previous season

"Broadcast Manual" it is a manual that can work side by side with the media regulations, combines the all Broadcast & TV related articles from all Regulations, it helps the Broadcasters & TV's crews to follow the rules & regulations, as it use the same Professional language & phrases that they use on their work field.

"Participating Players" shall mean those players registered and participating in the Competition and any other players under the authority of the UAE PL during the Competition

"Stadia Regulations" shall mean the regulations that set the requirements which shall be met by the stadium of the clubs participating in the competitions held by the UAE PL

"Appeals Regulations" shall mean the regulations published by the Football Association which govern the process of appeals made by Member Clubs

"Disciplinary Regulations" shall mean the regulations, which describes infringements of the rules in the UAE PL and Football Association regulations,



determines the sanctions incurred, regulates the organization and function of the bodies responsible for taking decisions and the procedures to be followed before these bodies

"Equipment Regulations" shall mean the regulations that govern the apparel and equipment worn by players and officials in the Competition matches held by the UAE PL

"Appeals Committee" shall mean the semi-judicial committee affiliated to the Football Association

"Competition Regulation" shall mean the regulations that sets organizational and technical procedures pertaining to UAE PL Competitions as approved by the Association (hereinafter referred to as 'Regulation').

"Match(es)" shall mean each and every football match in their entirety of the Competition, including any deferred Matches and replays

"Facility Areas" shall mean the location of Official Functions, press centers / facilities, ticket offices, hospitality areas used in connection with the Competition

"UAE PL Media Officer" shall mean the officer appointed by the UAE PL for matches in the UAE PL Competitions who is responsible to manage and organize all media activities.

"Club Media Officer" shall mean a club media qualified member responsible for all team's communication including players' interviews, information, news... as well as media facilities and organization including the media areas set up.

"Registered Team Official" shall mean the officials registered to sit on the team bench for that particular match

"Match Officials" shall mean the match officials appointed by the Football Association and/or the UAE PL as defined in Chapter 6 of these Regulations

"Production Standards and Criteria" The set of production criteria including the technical standards, audio and video specifications and the specifications and instructions related to the production of the final broadcast signal of the matches organized by the UAE PL as stipulated for in Appendix 6 -Production Standards

"Board of Members" shall mean the body elected by the General Assembly of the UAE PL, headed by the UAE PL Chairman.



“Controlled Access Areas” shall mean the locations of the Matches and other events, such as (without limitation) Stadium and their fences and perimeters, the aerial space above the Stadium, and all other locations associated with the Competition, including the Facility Areas, media centers, hospitality and VIP areas and facilities, other areas to which admission is regulated by UAE PL’s Accreditation Regulations

“The Producer” The Company or entity that are assigned by the professional association of the UAE as a focal point responsible for the production of the matches of the championship of professional association of the UAE according to the instructions and requirements of the Association of production.

“OB Compound” Outdoor Broadcasters Area, the area which holds all Broadcasters Trucks, Cars, Equipment’s, this area has sensitivity situation as it should have enough security & enough isolation from fans, it considered unsafe for anyone out of the broadcasters staff.

“Pre-match Press Conference” The Press Conference held 48 hours before the match day.

“Post-match Press Conference” The press conference held after the end of the match.

“League Season” shall mean the period from the first football match organized under the auspices of the UAE PL (either in the Super Cup, Cup Competition, or the Arabian Gulf League) until the last football match organized by the UAE PL (either in the Super Cup, Cup Competition, Arabian Gulf League or the U21 League)

“UAE PL Official Website” UAEPROLEAGUE.AE

“Host Club” shall mean the club who owns and is responsible for the venue / stadia in which the UAE PL Competition is held

“The club/Clubs” shall mean the commercial entity who has a written contract with a registered member of the UAE FA and who has been given the right, via this written contract, to participate in UAE PL Competitions on behalf of the registered Member.

“The Media” shall mean all members of the written press, online editors, photographers, television news crews and the representatives of the Broadcast Rights Holders entitled to media accreditation as determined by the UAE PL



CHAPTER 2: SCOPE & REPRESENTATION

1. SCOPE OF APPLICATION

- 1.1 The Media Regulations (hereinafter known as the “Regulations”) regulate the rights, duties and responsibilities of all Member Clubs (hereinafter known as the ‘Clubs’) taking part in UAE PL Competition with regards to media facilities and services at their stadium.
- 1.2 These Regulations also regulate the rights, duties and responsibilities of all Media.
- 1.3 The current UAE FA Statutes, Code of Ethics, Disciplinary Code, UAE PL Statutes, all UAE PL regulations, guidelines, circulars and codes are binding for all parties participating and involved in the preparation, organization and hosting of Competition Matches.
- 1.4 Any rights associated with the Competition, that are not granted to the Clubs by these Regulations and/or specific agreements belong to the UAE PL.

2. THE BOARD OF MEMBERS OF THE UAE PRO LEAGUE (UAE PL)

- 2.1 The Board of Members of the UAE Pro League is the direct authority responsible for executing the provisions contained in the Regulations and has the right to interpret the provisions at its own discretion as well as has the right to issue decisions on those matters not covered through the conditions and terms of the Regulations.

3. TECHNICAL COMMITTEE

- 3.1 The Technical Committee formed by virtue of the decision issued by Board of Members of the UAE PL to:
 - 3.1.1 Supervision of the organization and management of competitions,
 - 3.1.2 Develop the principles of Competition Match agenda. When necessary, the Technical Committee has the right to change the date, time or venue of any competition match at its own discretion,
 - 3.1.3 Deal with appeals arising from the Quality Control Procedures;
 - 3.1.4 Put proposals on the number of relegated and promoted clubs, and submit such proposals to the Executive Office of the UAE PL in before being presented for the Board of Members for approval,
 - 3.1.5 Develop proposals for the launch of new competitions necessary for the development of the competitions, and submit such proposals to the Board of Members of the UAE PL for approval,
- 3.2 In the event of the dissolution of the Technical Committee and/or in case it was not constituted, the Executive Office of the Technical Committee shall assume the responsibilities thereof.



CHAPTER 3: CLUB PERSONNEL

4. CLUB MEDIA OFFICER

- 4.1 Each Club must appoint a Club Media Officer who must be registered with the UAE PL in accordance to the relevant Competition regulations prior to the League Season. The Club Media Officer is responsible for all preparation of media facilities for home matches and organization of media activities (i.e. such as organizing press conferences, PR events, etc.) of the first team and the Club. The media officer is responsible for ensuring that officials and players of the first team and/or the Club attend the relevant media activities. He is also responsible that all information related to the first team (players, coaches, etc.) are shared with the relevant stakeholders including but not limited to the UAE PL, members of the media, etc.
- 4.2 Club Media Officer and his assistants must attend the pre-season workshop organized by the UAE PL.
- 4.3 Club Media Officer shall be responsible for media services only. The club media Officer is not allowed to have any other tasks not related to media.
- 4.4 Club Media Officer is not allowed to use the mobile device for video recording/ photography in zones/areas where he is supposed to be due to his assigned tasks as media officer. Media Officer who fail to commit to this article will be fined in accordance with the Quality Control Procedure (QCP).
- 4.5 The Club Media Officer shall provide UAE PL with the social media team details and job description before 4 weeks prior to the season kick off.

5.VOLUNTEERS

- 5.1 The Club must ensure that sufficient number of volunteers is employed during Match days so as to comply with the standards of match operations as stated in these Regulations.
- 5.2 At a minimum, the Club must ensure the following are present at the Stadium at least four (4) hours before the kick-off of the match:
 - 5.2.1 **Media registration desk:** all Media attending a Match is required to register at the media registration desk. Registration will be done via the media registration form (Appendix 2). This desk must be manned at all times with a volunteer who will also be responsible to distribute relevant media tribune tickets. The volunteer must ensure that only those with a media accreditation are registered and allowed entry.
 - 5.2.2 **Media center assistant:** to ensure that media center is opened on time, all facilities in the media center is working, and respond to the media in case of any enquiries or assistance needed.
 - 5.2.3 **Media tribune assistant:** to ensure that media tribune facilities are working, and respond to the media in case of any enquiries or assistance needed.
 - 5.2.4 **Rope holders:** in cases where ropes are used to contain the photographers



during the team's entrance into the pitch, at least sixteen (16) rope holders must be available from thirty (30) minutes before kick-off of the match until after the start of the second half.

- 5.2.5 **Photo marshals:** At least four (4) photo marshals are required from two (2) hours before kick-off of the match until the end of the match. They can be the same volunteers as the rope holders described in Article 5 above. It is the responsibility of the photo marshals to ensure that photographers are in positions which are allowed and not entering the pitch area, the technical area and/or moving from one end of the pitch to another while the Match is on-going. Positions of photo marshals are as Diagram 1.
- 5.2.6 **Start list distributors:** to distribute the start list as per Article 7.
- 5.2.7 **Translators:** to provide at least one (1) translator who is fluent in Arabic and English for the post-match press conference.



CHAPTER 4: CLUB INFORMATION

6. PRE-SEASON

- 6.1 The Club must provide the UAE PL Executive Management, at least three (3) weeks before the start of the League Season, with Players and match officials for a photo/video shoot sessions run by UAE PL and/or Right Holder Channels' official crew. If the club fails to meet this requirement, the case will be sent to the Disciplinary Committee.



- 6.2 The Club must provide the UAE PL Executive Management, at least four (4) weeks before the start of the League Season, all information as required in Form 1 (Appendix 5).
- 6.3 In the event that the Club have yet to confirm the registration of a player or official and therefore unable to meet the above deadline, the Club must inform the UAE PL immediately and an agreed deadline would be determined.

7. START LIST

The Host Club must ensure that, once confirmed by the Match Commissioner and no later than sixty (60) minutes before the scheduled kick-off time, the start list of the match is distributed to the groups of people below in the following order:

- 7.1 TV (commentary positions, TV Studio Positions, OB Compound, main camera stand);
 - 7.1.1. Radio (commentary positions, media tribune);
 - 7.1.1 Press (media center, media tribune);
 - 7.1.2 Photographers (media center, pitch-side); and
 - 7.1.3 VVIP and VIP tribune.

Note: for VVIP and VIP tribune distribution, volunteer responsible to handover the start list to the person responsible for the VVIP and VIP tribune.

CHAPTER 5: MEDIA FACILITIES

8. GENERAL

- 8.1 For all media facilities at the stadia, please refer to the UAE PL Stadia Regulations And the UAE PL TV Broadcast and Production Regulations.
- 8.2 The Host Club shall ensure that all requirements stated in the UAE PL Stadia Regulations and the UAE PL TV Broadcast and Production Regulations, ensuring the provision of people responsible for these areas, and herein are provided in working conditions, from at least three (3) hours prior to kick-off of the match until at least two (2) hours after the match.



CHAPTER 6: MEDIA ACTIVITIES



9. LINE-UP BEFORE THE MATCH

- 9.1 Once the players have marched out from the tunnel onto the pitch, players must be in the position behind the line-up board as shown in Diagram 2.
- 9.2 Players should hold their position until the Broadcaster's hand-held camera has completed moving from one end of the line-up to the other. This process will last approximately thirty (30) seconds.



10. TEAM PHOTO BEFORE THE MATCH

- 10.1 Before the start of each Match and after the handshake with the referees, the players must group together in a position in front of their team bench (see Diagram 3) for a team photo.
- 10.2 Players must hold this position until most of the photographers have the opportunity for a photo shoot.

11. PRESS CONFERENCES

- 11.1 Participating Clubs must organize a pre-match press conference two (2) days prior to each match of the Arabian Gulf League and Arabian Gulf Cup Competitions. The Head Coach and a starting player of Participating Club are obliged to attend and participate in the pre-match press conference, which should be equipped and prepared to host Rights Holders Channels. The pre-match press conference shall be held in the club or in an equipped conference room close to the club headquarters in a timely manner so that the Media can attend, and early enough to respect media deadlines. The club shall send an invitation letter along with attendance confirmation, and shall provide the UAE PL after the press conference with a confirmation document for holding such press conferences and ensuring the provision of full facilities for media professionals



to enter the conference venue. (Appendix 4).

The club must organize the pre match press conference in the club headquarter or a hotel located near the club. The location shall be coordinated with the UAE PL Executive Management before 72 hours from the press conference date (appendix 4).

- 11.2 After the Match, the Host Club shall organize a post-match press conference for each team at a pre-determined press conference room within the stadium. The first shall commence no later than 10 minutes after the final whistle. In consideration of the Head Coach for the other team, the first press conference shall last no more than fifteen (15) minutes. As a guideline, the press conference for the Head Coach of the visiting club will be held first.
- 11.3 The attendance of Head Coaches from both participating teams is mandatory. Head Coaches of either participating teams who fail to attend the AGL and AGC pre and/or the post-match press conferences, will be subject of a fine within with the Quality Control Procedure (QCP). The fine shall be doubled after each reoccurrence. After three (3) instances of not attending the pre and/or the post-match press conference(s), the Head Coach case will be sent to the Disciplinary Committee.
- 11.4 The attendance of a starting player in the Arabian Gulf League and Arabian Gulf Cup pre match press conference held 48hrs before the match is mandatory. Players who fail to attend the pre match press conference will be fined in accordance with the Quality Control Procedure (QCP), which shall be double for each reoccurrence.
- 11.5 The attendance of Head Coaches from both participating teams in the pre and post press conferences of the Arabian Gulf Cup and Arabian Gulf Super Cup Finals is mandatory at the stadium where the match is held. UAE PL may change the location of such press conference at their discretion. Head Coaches of either participating team who fail to attend the pre and/or the post-match press conferences will be fined in accordance with the Quality Control Procedure (QCP).
- 11.6 The attendance of a starting player in the Arabian Gulf Super Cup and Arabian Gulf Cup finals pre match press conference held 24hrs before the match is mandatory at the stadium where the match is held. UAE PL may change the location of such press conference at their discretion. . Players who fail to attend the pre match press conference will be fined in accordance with the Quality Control Procedure (QCP).
- 11.7 The Club Media Officer, as appointed in accordance to Article 4 of these Regulations, is responsible for briefing all players and the Head Coach prior to the match so they are aware of their responsibilities towards the media and broadcasters.
- 11.8 The Host Club must provide a translator, fluent in Arabic and English, for the post-match press conference. In case where the Head Coach speaks another language, the Visiting Club is responsible to provide their own translator who is



fluent in the Head Coach's native language and either English or Arabic. The visiting club may also choose to use their own translator for English and Arabic languages.

- 11.9 Attendance to the pre and post-match conference is exclusive for the Head coach, except in the case of suspension or ban (article 11.1). If any club or team representative attends, he will be fined in accordance with the Quality Control Procedure (QCP).
- 11.10 Apart from article 11.9, if the club wants to nominate another representative of the Technical and Administrative staff to participate in the press conference, a written request should be submitted to UAE PL before one week from the match day.
- 11.11 In the event that the Head Coach is suspended for the Competition Match or has been sent off during the match, he is not allowed to attend the post-match press conference and shall delegate his media obligations to his assistant coach, as named on official's list and registered with the UAE PL. If the Assistant Coach refuses to attend the press conference, he will be subject of a fine in accordance with the Quality Control Procedure (QCP). In case the head coach attends the press conference despite being sent off, he will be subject of a fine in accordance with the Quality control Procedure (UAE PL).
- 11.12 Attending the pre-match press conference is exclusive to the head coach, except in the case of a disciplinary penalty that requires non-practicing in sports activity with the team. If any other representative of the club or the team attends the conference, there will be a financial penalty according to the quality control procedures (QCP).
- 11.13 Official pre-match and post-match press conferences are dedicated only for questions and answers between the Coach / player and the Media and only on items related to match. No materials, either in paper or electronic form, may be distributed or shown during these official press conferences.
- 11.14 Head Coach must answer Media questions related to the match in the pre and post press conferences. If the Head Coach refuses to receive the questions, he will be fined in accordance with the Quality Control Procedure (QCP).
- 11.15 Non Right Holders (NRH TV) are allowed to be at the press conference room and mixed zone 10 minutes before match final whistle if they have a written approval from UAE PL, and they are not entitled to put their microphone on the table of the press conference.
- 11.16 Club shall assign an Audi/Sound system and lighting technician in the press conference room before the match accompanying the Host broadcasters in their set up five hours before the match, and within two hours of using the room, after the completion of the work in the room.
- 11.17 Right Holder channels are permitted to place the channel microphone on the conference table in post- match conference in event of technical problems in delivering sound from the audio distributor, otherwise, no microphones are allowed to be placed on the conference table.



- 11.18 The channels, whether or not the right holders or non-right holders, are entitled to put their microphone in the press conferences held 48 hours before match in coordination with the management of the hosting club.
- 11.19 It is not permitted to use phone to photograph/ film the press conference. (Please see Chapter X: Digital Coverage)

12. INTERVIEWS

- 12.1 Kindly refer to Article 11 of TV Production and Broadcast Regulations

13. MIXED ZONE

- 13.1 After the match, a mixed zone must be set up by the Host Club. The Mixed Zone will be in operation immediately after the end of the match.
- 13.2 Players, team officials and coaching staff of the both participating Clubs shall be required to enter the Mixed Zone on their way to from the team dressing room to the Club team bus at the end of the match. Players and team officials who do not fulfill this Article will be subject to the Quality Control Procedure (QCP).
- 13.3 Speaking to the media in the mixed zone is not compulsory. However, it is strongly advised that players and coaches give brief interviews to the media.
- 13.4 TV interviews: Rights Holder Broadcasters or TV channels have the right to make interviews at the mixed zone area, after getting prior approval from the UAE PL and under the supervision of the UAE PL Media Officer. For details on interviews in the Mixed Zone, kindly refer to Article 11.5 of the TV Production and Broadcast Regulations
- 13.5 The club shall provide the mixed zone lighting requirements as per the Stadia regulations, and ensure its availability during the second half before it's open to media.

14. VIP ENTRANCE

- 14.1 Rights Holder Broadcasters have the right to conduct the Pre and Post match interviews at the assigned and approved VIP entrance area. UAE PL Media Officer in the match shall inform the host club and UAE PL match officials about the interviews area/time.

15. UAE PL Official Media channels

- 15.1 Club must provide UAE PL Executive Management with media requirements such as players photos, Players and Head Coach interviews, quotes, statements, etc to be used in the UAE PL Media Channels (Website, Social Media platforms, magazines etc.). If the club does not submit to UAE PL the required documents/ material as per the deadline, a fine will be applicable accordance with the Quality Control Procedure (QCP).



16. OFFICIAL TRAINING

- 16.1 Media are allowed to attend the Official Trainings sessions as below:
- 16.1.1 Open training session: Media may attend the whole training session.
 - 16.1.2 Closed training: The first fifteen (15) minutes of the official training session must be kept open to all Media.
 - 16.1.3 the club must inform UAE PL and TV Right Holders with the official training location and time through monthly schedules, mentioning of the training is open or close.
 - 16.1.4 If the club does not allow media to attend as per the above, a fine will be applicable accordance with the Quality Control Procedure (QCP). If the club does not allow TV Right Holders to attend the trainings, the case will be sent to the disciplinary committee.

CHAPTER 7: ACCREDITATION, ACCESS AND SECURITY

17. ACCREDITATION

- 17.1 The UAE PL Executive Management is responsible for approving and issuing all media and photographer accreditations. All accreditation requests must go through the UAE PL Executive Management. Please see separately the Accreditation Regulations for more details.
- 17.2 The UAE PL Executive Management allows media organizations to apply for accreditation via UAE PL official website: uaeproleague.ae or the accreditation website: acc.agleague.ae, UAE PL Executive Management does not bear any responsibility for accreditation requests not received and/or incorrectly accredited. It is up to the applicants to follow-up regarding their accreditation.
- 17.3 In case of Host Broadcaster and Broadcasters, the UAE PL Executive Management will handover accreditation cards to the main contact person of the broadcasters who is then responsible to distribute them to their crew.
- 17.4 Loss of accreditation card will result in a fine of AED500 (Five Hundred Dirham only). Payment must be made to the UAE PL bank account (Appendix 5). Once payment has been made, the receipt of payment must be submitted to the UAE PL, together with a new application form. A new accreditation card will only be issued once the UAE PL received the payment receipt and completed new application form.
- 17.5 Accreditation cards must be worn at all times and must remain visible. Accreditation cards issued are not transferable.
- 17.6 Accreditation cards must be used in the authorized purposes only, if the accreditation card is misused, the accredited member and his/her media organization will be subject of the legal procedures.
- 17.7 Accreditation cards are produced only for the newspapers, tvs, radios, official online platforms and Online Media Agencies that covers the UAE PL Competitions.



18. BIBS

18.1 In addition to their accreditation card, all photographers, online media crews and broadcast crews must wear a bib when they enter the field of play. Whilst on the field of play and in general operational area circulation, bibs must be worn at all times and must remain visible. They must not be covered up by any other clothing (i.e. in case of bad weather, bibs must be worn over any other clothing, etc.), except in case where it is a reporter doing live reporting (flash interviews).

18.2 Bibs will be distributed at the start of the season with the accreditation cards. Each photographer/ individual will receive ONE bib for the season. In case of loss of bibs, the photographer must report the loss immediately to the UAE PL Executive Management. Should an individual/ photographer require a new bib, a charge of AED200 will be imposed. Any photographer/ individual found to abuse their bib, including but not limited to loaning their bib to another person, shall have their media accreditation and bib removed from them for the rest of the League Season.

18.3 In case of Host Broadcaster and Broadcasters, the UAE PL Executive Management will handover a certain number of bibs to the main contact person of the broadcasters who is then responsible to distribute them to their crew.

18.4 Bibs are allocated as follows:





19. MATCH TICKETS FOR MEDIA TRIBUNE

- 19.1 The Host Club must produce match tickets for seats in the media tribune.
- 19.2 As per Article 17.4 of the UAE PL Stadia Regulations, each seat in the media tribune must be numbered. Accordingly, each ticket must be numbered accordingly to numbered displayed on the seats in the media tribune.
- 19.3 All Media wishing to sit in media tribune must collect their match tickets from the media registration desk. Accreditation card alone will not allow Media to sit in the media tribune.

20. RESTRICTED AREAS

- 20.1 No Media is allowed onto the field of play before, during or after the match. The only exception is the Host Broadcaster's hand-held camera at a time as specified
- 20.2 No representatives of the written press are allowed in the area between the boundaries of the field and the spectators.
- 20.3 No representatives of radio journalists are allowed in area between the boundaries of the field and the spectators, except those Broadcasters who has obtained prior approval as per Article 13
- 20.4 Only those accredited photographers / ENG Crews, TV cameramen and personnel of the host broadcaster are allowed into the area between the boundaries of the field of play and the spectators where they will carry out their work in the specific locations assigned to them.
- 20.5 The player's tunnel, the team dressing rooms and official areas are strictly off limits to all representatives of the media before, during or after the match, except for two portable cameras (cabled or ENG) from the Host Broadcaster (cf. Article 13).
- 20.6 The technical area must be reserved only for the players and officials. At no time (including pre- and post-match) may any camera, its crew and photographers be positioned in or in front of the technical area.
- 20.7 Photographers are not allowed in the mixed zone area.

21. SECURITY

- 21.1 The Host Club is responsible to provide security personnel and arrangements for all media facilities to ensure that only accredited Media are allowed into these facilities. Additionally, to ensure that accredited Media are accessing only the appropriate media facilities as stated in these Regulations.
- 21.2 The facilities requiring security include, but not limited to, the media Center, media tribune, mixed zone area, press conference area and OB van area, Studio areas, camera positions in the stands and etc.
- 21.3 The Host Club is responsible to provide security for the OB van area during the whole broadcast process. The OB van area shall also be clean and ready at least



one day before the match. On the match day, from 4 hours before kick-off until 2 hours after the match, the OB van area shall be fully fenced and secured with at least 2 security personnel, according to the specifications in the stadia Regulations.

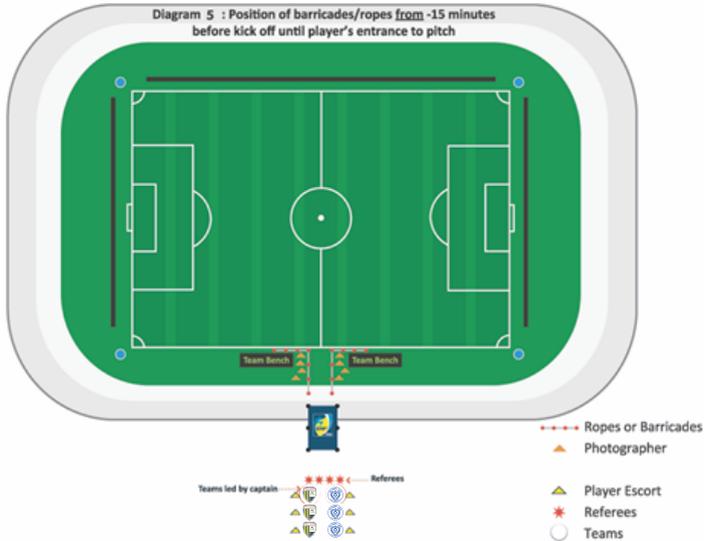
CHAPTER 8: PHOTOGRAPHER OPERATIONS / ENG CREWS

22. ACCESS INTO SURROUNDING PITCH AREA

- 22.1 Photographers / ENG Crews must only enter the surrounding pitch area through the assigned entrance / exit point.
- 22.2 Photographers / ENG Crews may enter the surrounding pitch area anytime from two (2) hours before the start of the match. None of the photographers will be allowed to enter the stadium after match start, and they are only allowed to enter in the half time.
- 22.3 During the match, photographers should coordinate with the UAE PL Media Officer to enter to their dedicated areas.

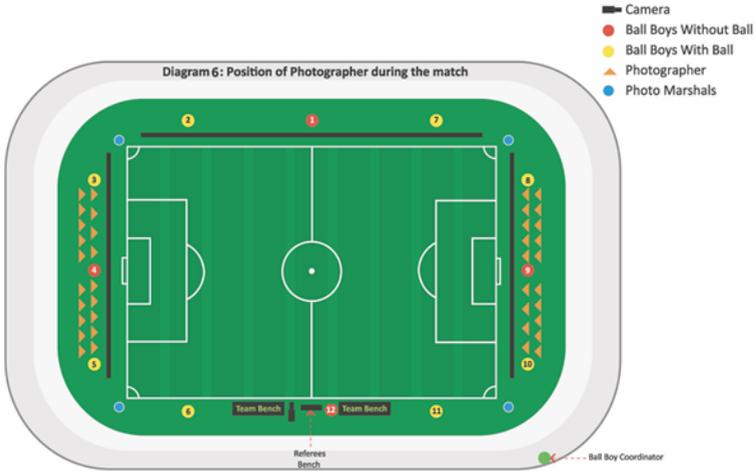
23. PHOTOGRAPHER / ENG CREWS POSITIONING DURING TEAM WARM-UP

- 23.1 During the team's warm-up (between 50 minutes and 20 minutes before the scheduled match kick-off), photographers / ENG Crews must remain in their positions behind the LED Boards which is behind the goals). Photo marshals must ensure no photographers, except for the official photographer, are in the area in front of the technical bench and fourth official's bench.
- 23.2 At 15 minutes before the scheduled match kick-off, photographers / ENG Crews, subject to powers, may take their positions as shown in Diagram 5. Host Club, via the Club Media Officer, must ensure that ropes or temporary barriers are set up so that there is a clear passage way for the Match Officials and teams from the tunnel to their line up positions on the pitch. Where ropes are used, sufficient number of ropes holders must be available.
- 23.3 During the pre-match handshake ceremony and team photo, photographers / ENG Crews must not impede the Host Broadcaster positioned next to the 4th Official's table and/ or the VAR technology or the hand-held camera of the Host Broadcaster at any time.
- 23.4 When the teams have finished shaking hands and after the coin-toss between the captains and the referees, photographers / ENG Crews, subject to powers, are obliged to move behind the LED boards behind the goals only.
- 23.5 It is not allowed to use the phone to photograph/ film the match and its associated events. In the event of any violation, the UAE PL has the right to withdraw the accreditation card from the offending person.



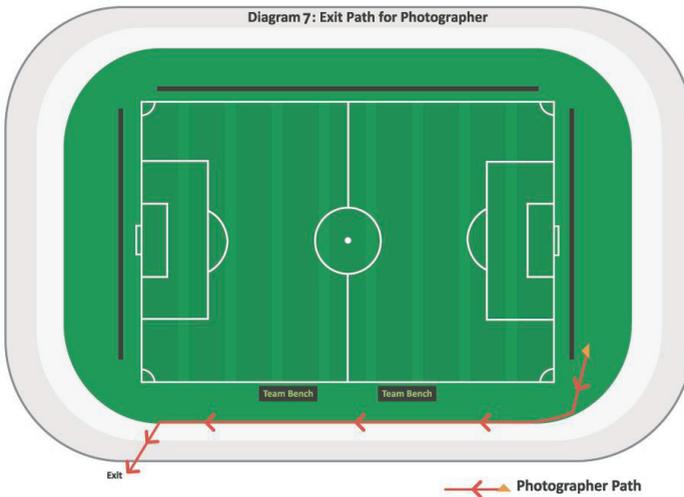
24. PHOTOGRAPHER / ENG CREWS POSITIONING DURING THE MATCH

- 24.1 Please see Diagram 6 for / ENG Crews photographer's position during the match. Photographers / ENG Crews will not be allowed to work in front of the LED boards and must not be obstructing the boards in any way at any time. Photographers must also allow players sufficient room to take corner-kicks, as directed by the referee or other officials.
- 24.2 Clubs should provide benches for the photographers behind the LED/ behind the goal according to the specifications required in the stadia regulations. Photographers / ENG Crews may only change ends at half-time, or if applicable, during the break before the start of extra time.
- 24.3 In case of a penalty shoot-out at the end of the match, photographers / ENG Crews may move from one end of the pitch to the other in the event that that game has reached to penalty kicks.
- 24.4 In case photographers / ENG Crews need to exit the pitch area during the match and they are on the opposite side of the exit, they may use the nearest exit to their position.



25. PHOTOGRAPHER / ENG CREWS POSITIONING AFTER THE MATCH

25.1 Photographers / ENG Crews are not allowed to enter the area in front of the technical bench. Host Club, via photo marshals, must ensure that photographers exit the surrounding pitch area only through the assigned exit point. (See Diagram 7)





26. MEDIA TRIBUNE

- 26.1 A certain number of seats have been allocated for photographers in the media tribune at each match.
- 26.2 Photographers who wish to work from a seat in the media tribune must collect their media tribune ticket from the media registration desk. Each ticket will contain a seat number, which the photographers must occupy. Tickets for media tribune are distributed on a priority list and a first come, first serve basis.
- 26.3 Photographers may go to their allocated seats at any time they choose and shall remain seated throughout the match.
- 26.4 Photographers working from the media tribune should not bother the reporters and journalists.
- 26.5 Interviews (live or recorded) are not allowed to be conducted in the media tribune.

27. MIXED ZONE AREA

- 27.1 Except for the Official Photographer, photographers are not allowed to enter the mixed zone area.
- 27.2 ENG Crews can access the Mixed zone
- 27.3 One videographer and one reporter from the Online Media are allowed to be present in the mixed zone, provided that interviews are conducted using a camera and a microphone.
- 27.4 The use of mobile phones is not permitted for photographing or filming.

28. USE OF REMOTE CAMERA

- 28.1 If a photographer wishes to set up a remote-control camera directly behind the goal, the photographer must notify match officials appointed by the UAE PL at least one hour prior to the match. The referee has the final decision in this regard. In all cases, the photographer is not entitled to change the location of the camera or make any adjustments during the course of the match.
- 28.2 The remote camera must be affixed on a minipod behind the goal net, within the width of the goal (7.32m), and may not be placed within the goal net, or directly adjacent to, outside of or besides the goal.
- 28.3 Moreover, such cameras may not be affixed to the goalposts or cross bars, or be of a height that obstructs the LED boards.

29. USE OF MONOPODS

- 29.1 Except for the remote stated in Article 45, only monopods are allowed, not tripods.



30. FLASH PHOTOGRAPHY

30.1 Flash photography during the game is not permitted.

CHAPTER 9: NON RIGHTS HOLDERS OPERATIONS

31. MATCH FOOTAGE

31.1 Non-right holders will require permission from the UAE PL to obtain the match footage.

32. ENTRY INTO THE STADIA

32.1 Non-right holders will not be allowed into the field of play or the area surrounding the field of play before, during and after the match.

32.2 Non-right holders will not be allowed into the seating area in the Stadia with their equipment. For the sake of clarity, they may enter the seating area without their equipment.

32.3 In the event that seats are still available in the media tribune, non-right holders may collect the tickets for media tribune at the media registration desk from twenty (20) minutes before the scheduled kick-off. Non-right holders cannot have their equipment with them when entering the media tribune.

32.4 Non-right holders may enter the media center with their equipment and may watch the match proceedings from the media center.

CHAPTER 10: DIGITAL RIGHTS

33. DIGITAL MATCH BROADCAST RIGHTS

33.1 DEFINITION:

The Digital match Broadcast rights are the right to broadcast UAE PL competitions matches on online platforms and websites. In this chapter, Digital rights for the right holders, clubs and media will be determined.

33.2 DIGITAL BROADCAST RIGHT HOLDERS:

The Digital rights holders have the right to broadcast UAE PL competitions matches including: matches, highlights/summaries during and after the matches, footage of events within the exclusivity rights (pitch/ 15minutes prior to kick off until 15minutes after final whistle.

33.3 CLUBS:

33.3.1 HIGHLIGHTS:

Clubs do have the right to broadcast the match highlights no more than 3 minutes per match through the official website or the club YouTube channel after at least 24hrs from the end of the match for promotional use only not commercial ones.



33.3.2 INTERVIEWS:

Clubs may conduct post match interviews with players at the mixed zone only to be broadcast on the club official website or club social media platforms.

33.3.3 STADIUM ATMOSPHERE FOOTAGE:

Clubs shall broadcast the stadium atmosphere footage that includes: dressing rooms, team arrival and fans, on the club social media official platforms.

33.3.4 MATCH FOOTAGE:

Clubs shall not take any match footage nor broadcast it through the social media platforms. In the case of non-commitment to this to this article, Quality Control Procedure (QCP) will be applied as well as withdraw of the online accreditation.

33.3.5 DIGITAL BROADCAST APPROVALS:

The club shall send its media platforms coverage plan to the media department of the UAE PL at least one week prior to the match date. The club shall not broadcast on its media platforms without a prior approval from the UAE PL.

4. MEDIA ORGANIZATIONS:

Media organizations shall not broadcast any of the footage mentioned above unless they have the approvals from UAE PL and Right holders.

33.4.1 TV CHANNELS:

The TV channel shall submit a request to UAE PL on online coverage at least one week before the date of the match. Broadcasting matches of highlights are an exclusive right for online rights holders. A special accreditation card is issued for online coverage. TV accreditation holder shall not take any footage of the match or related events.

In the event of the desire to obtain some additional rights, the TV channel must take the necessary approvals by the rights holders and UAE PL. The Professional League Committee may withdraw accreditation in case of violation of the conditions specified in the online coverage, or as agreed with Digital Rights Holders.

33.4.2 PRINT MEDIA: NEWSPAPERS, MAGAZINES

The media organization must apply to the UAE PL for online coverage at least one week prior to the match. Broadcasting matches or match highlights are an exclusive right for online rights holders. A special accreditation card is issued for online coverage. Print media card holder shall not take any footage of the match or related events. The UAE PL may withdraw accreditation in case of violation of the conditions specified in the online coverage.



33.4.3 DIGITAL MEDIA (OFFICIAL WEBSITES, SOCIAL MEDIA PLATFORMS):

The online media organization that manages the website or the social networks must obtain permission from UAE PL to cover events related to the match (fans, interviews, events) not less than one week before the match. A special online accreditation card is issued for online coverage. UAE PL may withdraw accreditation in case of violation of the conditions specified in the online coverage or as agreed with Digital Rights Holders.

Media Organizations shall submit a weekly plan for its match coverage as Online Media. Approvals will be granted in accordance with the spaces available in the stadium or as agreed with Digital Rights Holders.

CHAPTER 11: FINANCIAL PROVISIONS

34. COSTS

Unless otherwise explicitly stated, all costs related to the implementation and compliance of these Regulations is the responsibility of the Clubs.

CHAPTER 12: GENERAL PROVISIONS

35. DISCIPLINARY MEASURES

- 35.1 Any violations of these Regulations are dealt with in compliance with the UAE PL Quality Control Procedures (QCP), the relevant Competition regulations and UAE PL Circular(s).
- 35.2 The UAE PL Board of Members may initiate investigations should it suspect and / or is aware of any violations of these Regulations.
- 35.3 The UAE PL Quality Control Body may impose the fines for violations of the relevant Competition regulations, UAE PL Regulations and UAE PL Circular(s), in accordance to the Quality Control Procedures. Any appeal against the fines are dealt with in accordance to the procedures in the Quality Control Procedure (QCP).
- 35.4 Media representatives who violate the provisions of these Regulations will have their accreditation withdrawn for the remainder of the League Season.

36. SPECIAL PROVISIONS

- 36.1 Any requests to operate outside the perimeter of these Regulations by the Clubs and/or Media, must be approved by the UAE PL. unless specifically stated, such requests must be made to the UAE PL at least two (2) weeks in advance.

37. RESPONSIBILITY & INDEMNITY

- 37.1 The UAE PL Executive Management may appoint third parties to act as agents on its behalf and/or as services providers with respect to delivery of UAE PL's obligations in the Regulations.



- 37.2 The UAE PL Executive Management declines all responsibility in the event of conflicts arising from contracts between a club or any of its players, officials, employees, representatives or agents and any third party (including, without limitation, their sponsors, suppliers, kit manufacturers, broadcasters, agents and players) on account of the provisions of these regulations and/or any other UAE PL regulations and such persons' obligations thereunder.
- 37.3 Each club shall indemnify, defend and hold the UAE PL and/or any third party operating on the UAE PL's behalf and all of their officers, directors, employees, representatives, agents and other auxiliary persons free and harmless against any and all liabilities, obligations, losses, damages, penalties, claims, actions, fines and expenses (including reasonable legal expenses) of whatsoever kind or nature resulting from, arising out of, or attributable to any non-compliance by the club or any of its players, officials, employees, representatives or agents with these regulations and/or any other UAE PL regulations.

38. MATTERS NOT PROVIDED FOR

- 38.1 Matters not provided for in these Regulations and cases of force majeure shall be decided by the UAE PL Board of Members whose decision is final.

39. RATIFICATION

- 39.1 These Regulations were ratified and endorsed by the Executive Committee of the UAE PL on 16/07/2020



APPENDICES

1. Club Media Officer's Job Description

BEFORE THE SEASON:

No.	Activities	Deadline
1.	Volunteers are identified and confirmed for all home matches of the season: <ul style="list-style-type: none">- Volunteer for media registration desk (at least one)- Media center assistants (at least one)- Media tribune assistant (at least one)- Rope holders, in case ropes are used (at least 16)- Photo marshals (at least four)- Start List distributors (at least one)	6 weeks before
2.	Discuss with club security officer and security company the security staff required for media facilities	
3.	Complete Appendix 2 and send to UAE PL	4 weeks before
3.	Complete required data and send it to UAE PL <ul style="list-style-type: none">- Team photo	4 weeks before



BEFORE EACH MATCH DAY:

No.	Activities	Deadline
1.	Set pre-match press conference time and sent official notification to the media	Four days before each match
2.	Confirm the attendance of Head Coach and if needed, translator for pre-match press conference	Three days before each match
3.	Check press conference facilities for pre-match press conference (see Appendix 1.1 for check-list)	Three days before each match
4.	Conduct pre-match press conference	Two days before each match
5.	For each home match, receive camera plans from UAE PL	Two days before each home match
6.	For each home match, confirm the attendance of translators for post-match press conference	One day before each home match
7.	Check OB Van power in coordination with the Club's electrician, and report any feedback.	One day before Home matches
8.	For each home match, to receive match tickets for media tribune (note: match tickets should be clearly numbered as per seats in the media tribune)	4 hours before match kick-off
9.	For each home match, print out media registration form (see Appendix 2)	One day before each home match
10.	For each home match, check all media facilities (see check-list)	One day before each home match
11.	For each home match, check that enough ropes and/or barricades are available (separation of photographers and broadcasters from players during team official warm-up and team march-in; for mixed zone area; separation of media to media tribune area; etc.)	One day before each home match



ON MATCH DAY

Time	Activities
- 4 hours before KO	Check media facilities (see checklist)
- 4 hours before KO	Barricades and ropes are set up where necessary (area surrounding the pitch, access to media tribune, mixed zone, etc.)
- 4 hours before KO	Ensure the presence of the electrician, the press conference audio system technician and the pre-batched cabling technician if it's installed in the club, as well as the TV broadcast crew during the installation.
- 3 hours before KO	Open all media facilities
- 3 hours before KO	Meeting with UAE PL Media Officer and club Media Officer
- 3 hours before KO	Check media facilities with UAE PL Media Officer
- 3 hours before KO	Check the activities related to Rights Holders during the match such as exclusive interviews, studios and other activities, and do necessary arrangements for the provision of such rights.
- 3 hours before KO	Check and ensure all volunteers are in position at the media center, media tribune and media registration desk.
- 2 hrs 30 mins before KO	Meeting with UAE PL Media Officer and Broadcasters
- 2 hrs 10 mins before KO	In case of Broadcaster filming in club's dressing room, club Media Officer to accompany UAE PL Media Officer and Broadcaster during the filming
- 65 mins before KO	Together with one volunteer, go to UAE PL Office
- 60 mins before KO	Get Start List from UAE PL Match Commissioner, make photocopy and give it to the volunteer to distribute to media and VIP area
- 60 mins before KO	Make sure rope holders or barricades are in place before team official warm up starts
- 55 mins before KO until - 20 minutes before KO	Be at pitch side to ensure photographers and Broadcasters are in their positions for the official warm up session



Time	Activities
- 15 mins before KO	Guide the rope holders / photographers to take their position for team line-up
-5 mins before KO	Ensure the starting 11 players pose for team photo in front of the team bench
During the match	Observe Media (in media tribune, photographers, and broadcasters) and ensure they comply with operations as per this regulation. Assist the UAE PL Media Officer in taking corrective measures if necessary.
15 mins after KO	If the match was held on the club's Home match, Club Media Officer shall check and inspect the Media Tribune and the Media Center to ensure smooth operations
15 mins before the end of the match	In case of a home match, Club Media Officer to visit the press conference room and mixed zone area, with the UAE PL Media Officer, to ensure area is ready for operation after the match
5 mins before the end of the match	UAE PL Media Officer to inform Club Media Officer the players required for flash interview
Immediately after the match	Club Media Officer to provide the players required for flash interviews
10 minutes after the match	If the club is playing away from home, the Club Media Officer to escort the Head Coach for post match press conference
15 mins after KO	In case of a home match, Club Media Officer to visit media tribune area and media center to ensure operations are smooth
At least 15 minutes after the match (not earlier)	Ensure that team players and officials exit through the mixed zone area
25 minutes after the match	If the club is playing at home, the Club Media Officer to escort the Head Coach for post-match press conference
45 – 60 minutes after the match	In case of a home match, Club Media Officer to attend the post-match meeting with UAE PL Match Officials



2. MEDIA FACILITIES CHECKLIST

Please also refer to the UAE PL Stadia Regulations

2.1: MEDIA REGISTRATION DESK

No.	CHECKLIST	STATUS / COMMENTS
1.	Set up of media registration desk: <ul style="list-style-type: none">- Location of desk should be in the media center- One table and one chair- Media registration form and writing equipment (pen) (check on match day)- Tickets for media tribune (check on match day)	
2.	Signage <ul style="list-style-type: none">- Media Registration desk is clearly labeled using UAE PL template- Directional signage to get from...<ul style="list-style-type: none">- Media registration to media center- Media registration to media tribune- Media center to photographer's entrance to area surrounding the pitch	
3.	Human Resource: <ul style="list-style-type: none">- At least one (1) volunteer is available (check -3 hours before the match kick-off)	



2.2: MEDIA CENTER

No.	CHECKLIST	STATUS / COMMENTS
1.	<p>Signage:</p> <ul style="list-style-type: none">- Media center is clearly labeled using UAE PL template- Directional signage to get from...<ul style="list-style-type: none">- Media center to media tribune- Media center to press conference room- Media center to mixed zone area	
2.	<p>Access to media center</p> <ul style="list-style-type: none">- Ensure barricades are set up if needed to separate the media from other persons (VVIP, VIP, players, teams, fans)- Ensure security personnel are available. If not, coordinate with Club Security Officer	
3.	<p>Check availability of facilities</p> <ul style="list-style-type: none">- Confirm number of chairs and tables available for thirty (30) persons- Air conditioner is in working condition	
4.	<p>Test technical equipment</p> <ul style="list-style-type: none">- TV broadcasting live feed of the match- Fax machine- Photocopier- Internet<ul style="list-style-type: none">- In case password is needed, the password must be clearly displayed in the media center area- TV with live feed- Power sockets is working- First Aid Kit	
5.	<p>Human Resource:</p> <ul style="list-style-type: none">- At least one (1) volunteer is available (check – 3 hours before the match kick-off)	



2.3: MEDIA TRIBUNE

No.	CHECKLIST	STATUS / COMMENTS
1.	<p>Signage</p> <ul style="list-style-type: none">- Media tribune is clearly labeled using UAE PL template- Every seat in the media tribune is clean and clearly numbered- Directional signage to get from...<ul style="list-style-type: none">- Media tribune to media center- Media tribune to press conference room- Media tribune to mixed zone area	
2.	<p>Access to media tribune</p> <ul style="list-style-type: none">- Ensure barricades are set up if needed to separate the media from other persons (VVIP, VIP, players, teams, fans)- Ensure security personnel are available. If not, coordinate with Club Security Officer	
3.	<p>Check availability of facilities</p> <ul style="list-style-type: none">- Confirm number of chairs and tables with desks available for at least twenty (20) persons; and seats without desks for at least ten (10) persons	
4.	<p>Test technical equipment</p> <ul style="list-style-type: none">- Internet<ul style="list-style-type: none">- In case password is needed, the password must be clearly displayed in the media center area- Power supply for each seat- TV with live feed of the match- Power sockets is working	
5.	<p>Human Resource:</p> <ul style="list-style-type: none">- At least one (1) volunteer is available (check –3 hours before the match kick-off)	



2.4: PRESS CONFERENCE ROOM

No.	CHECKLIST	STATUS / COMMENTS
1.	<p>Signage</p> <ul style="list-style-type: none">- Press conference room is clearly labeled using UAE PL template- Directional signage to get from...<ul style="list-style-type: none">- Press conference room to media center- Press conference room to mixed zone area- Name plates for the Head Table are produced as per UAE PL template and displayed clearly	
2.	<p>Access to press conference room</p> <ul style="list-style-type: none">- Ensure barricades are set up if needed to separate the media from other persons (VVIP, VIP, players, teams, fans)- Ensure security personnel are available. If not, coordinate with Club Security Officer	
3.	<p>Check availability of facilities</p> <ul style="list-style-type: none">- Air -condition is working- Head table with five chairs- A camera platform measuring 0.5m in height, 6m in width and 2m in depth and power extension lines for cameras shall be set up at the back of the press conference room.- Chairs with desks arranged in classroom seating style to accommodate at least thirty (30) persons.- UAE PL -approved backdrop for the Competition	
4.	<p>Test technical equipment</p> <ul style="list-style-type: none">- Sound system<ul style="list-style-type: none">- Three (3) microphones on the head table- One (1) roaming microphone for questions from the media- An audio distribution amplifier, split box and technical equipment necessary for distributing the microphone audio via cables	
5.	<p>Human Resource:</p> <ul style="list-style-type: none">- Translator for post match press conference	



2.5: FLASH INTERVIEW AREA

No.	CHECKLIST	STATUS / COMMENTS
1.	Check availability of facilities - UAE PL -approved backdrop of the Competition	

2.6: MIXED ZONE

No.	CHECKLIST	STATUS / COMMENTS
1.	Signage - Mixed zone area is clearly labeled using UAE PL template - Directional signage to get from... - Mixed zone area to media center	
2.	Access to mixed zone area: - Ensure barricades are set up if needed to separate the media from other persons (VVIP, VIP, players, teams, fans) - Ensure security personnel are available. If not, coordinate with Club Security Officer	
3.	Check availability of facilities - UAE PL -approved backdrop for the Competition - Area is clearly lit	



2.7: CAMERA POSITIONS

No.	CHECKLIST	STATUS / COMMENTS
1.	<p>Access to camera positions</p> <ul style="list-style-type: none">- Ensure barricades are set up if needed to separate the media from other persons (VVIP, VIP, players, teams, fans)- Ensure security personnel are available. If not, coordinate with Club Security Officer	
2.	<p>Check availability of facilities</p> <ul style="list-style-type: none">- Camera positions are cleaned- Area is clearly lit	
3.	<p>Check number of cameras</p> <ul style="list-style-type: none">- Is the number of cameras set up according to the camera plan for that match?	

2.8: COMMENTARY POSITIONS

No.	CHECKLIST	STATUS / COMMENTS
1.	<p>Signage</p> <ul style="list-style-type: none">- Commentary positions are clearly labeled using UAE PL template- Directional signage to get from...<ul style="list-style-type: none">- Media center to commentary positions	
2.	<p>Access to commentary positions</p> <ul style="list-style-type: none">- Ensure barricades are set up if needed to separate the media from other persons (VVIP, VIP, players, teams, fans)- Ensure security personnel are available. If not, coordinate with Club Security Officer	
3.	<p>Check availability of facilities</p> <ul style="list-style-type: none">- Commentary positions are cleaned- Three (3) seats in each commentary positions and a table to accommodate 3 people- Air condition is working	
4.	<p>Test technical equipment</p> <ul style="list-style-type: none">- Power supply- Phone jacks (ISDN lines)- Internet	



2.9: TV STUDIO

No.	CHECKLIST	STATUS / COMMENTS
1.	<p>Signage</p> <ul style="list-style-type: none">- TV studio is clearly labeled using UAE PL template- Directional signage to get from...<ul style="list-style-type: none">- Media center to TV studio and vice versa- Media tribune to TV studio and vice versa- OB area to TV studio and vice versa	
2.	<p>Access to TV studio</p> <ul style="list-style-type: none">- Ensure barricades are set up if needed to separate the media from other persons (VVIP, VIP, players, teams, fans)- Ensure security personnel are available. If not, coordinate with Club Security Officer	
3.	<p>Check availability of facilities</p> <ul style="list-style-type: none">- Area is clearly lit- Air condition is working- Power sockets is working- Room is clean and empty	



2.10: BROADCASTERS OFFICE

No.	CHECKLIST	STATUS / COMMENTS
1.	Signage <ul style="list-style-type: none">- Broadcaster's office is clearly labeled using UAE PL template	
2.	Access to broadcaster's office <ul style="list-style-type: none">- Ensure barricades are set up if needed to separate the media from other persons (VVIP, VIP, players, teams, fans)- Ensure security personnel are available. If not, coordinate with Club Security Officer	
3.	Check availability of facilities <ul style="list-style-type: none">- Confirm number of chairs and tables available for at least five (5) persons	
4.	Test technical equipment <ul style="list-style-type: none">- Internet<ul style="list-style-type: none">- In case password is needed, the password must be clearly displayed in the broadcaster's office	

2.11: OB COMPOUND

No.	CHECKLIST	STATUS / COMMENTS
1.	Signage <ul style="list-style-type: none">- Parking spaces for Host Broadcasters and SNG trucks are clearly marked	
2.	Access to OB Van <ul style="list-style-type: none">- Ensure barricades are set up if needed to separate the media from other persons (VVIP, VIP, players, teams, fans)- Ensure security personnel are available. If not, coordinate with Club Security Officer	



2.12: MEDIA TOILETS

No.	CHECKLIST	STATUS / COMMENTS
1.	Signage <ul style="list-style-type: none">- Media toilets are clearly marked using the UAE PL template (Male / Female)	
2.	Check availability of facilities <ul style="list-style-type: none">- Toilet is cleaned	



4.1: Pre-match Press Conference Attendance Confirmation Form:

Media personnel attending the pre-match press conference held 48 hours prior to match KO are requested to confirm their attendance by filling up this form:

Attendance Confirmation:

Attendance Confirmation:	
Competition:	
Round:	
Club:	
Organization:	
Name of Reporter/ Journalist:	
Name of Photographer/ Videographer:	
Contact Details:	
Attendance Confirmation:	

Note: if the club does not reply within 24 hours of receiving this invitation to confirm attendance within 24 hours of receiving this invitation, the press conference will be cancelled.



4.1: Pre-match Press Conference Confirmation Form:

Press Conference Details:	
Club Name:	
Match Date:	
Competition:	
Round:	
Press Conference Date:	
Press Conference Time:	
Invitation Date:	
Head Coach:	
Starting Player:	
Media Attendance:	
Other Remarks:	
Details Approval:	
Club Media Officer:	



3.2 CLUB PROFILE:

Name of Club:										
Address of Club:										
Telephone:										
Official website:										
Official twitter account:										
Email address:										
Name of Home Stadium:										
Address of Home Stadium:										
Stadium Capacity:	VVIP		VIP		Cat.1		Cat.2		Others	
Photo of Stadium:	Please provide in separate file.									
Name of Club Media Officer:										
Mobile number:										
Email Address										
Year the club was founded:										
Logo of Club:										
Domestic Titles won by Club:										
Continental Titles won by Club:										
Participation in Continental competitions:										



Name of Media Officer		Signature	
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3.3 PROFILE OF HEAD COACH

Name of Coach:		
Nationality:		
Date of Birth:		
Photograph:	Please provide passport photo of coach (in club's official kit). Send in separate file.	
Previous Clubs as Coach:	Name of Club	Year
Achievements as a Player:	Name of Club	Achievements & Year
Achievements as a Coach:	Name of Club	Achievements & Year

Name of Media Officer		Signature	
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3.4: PLAYERS PROFILES

3.4.1 Profile of Star Players

Name of player:		
Nationality:		
Date of Birth:		
Playing Position:		
Any interesting facts about this player:	Example: he scored the goal that won the League title in 2011; he was injured for the whole of last season; he is very good with free-kicks and has a deadly right foot; first player from his country to play in Europe; etc.	
Photograph:	Please provide passport photo of coach (in club's official kit). Send in separate file.	
Previous Clubs:	Name of Club	Year
Achievements as a Player:	Name of Club	Achievements & Year

Name of Media		Signature	
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Appendix 6: UAE PL Bank Account details

Account Name: UAE Professional League
Bank: Abu Dhabi Islamic Bank (ADIB)
IBAN: BAN AE66050000000012888825