

# ACCREDITATION MANUAL

## SEASON 2023-2024



رابطة المحترفين الإماراتية  
UAE PRO LEAGUE

## **INTRODUCTION**

- Accreditation is an integral part of the overall organizational management of UAE PL Competitions.
- The accreditation system is a working tool issued to individuals who have a working role within the operational time frame and in venues of UAE PL Competitions. The accreditation card will display and provide access rights and privileges allowing the working individual to perform their job successfully.
- By applying for and accepting the UAE PL Accreditation Card, the card holder hereby accepts and agrees to abide by the content of this UAE PL Accreditation Regulations.
- Any applicants who are applying for other persons warrant and declare that they have provided these UAE PL Accreditation Regulations to all persons for whom they are submitting accreditation applications, that all such persons have read and accepted the terms and conditions of the UAE PL Accreditation Regulations. The applicant will ensure that all such persons will comply with the UAE PL Accreditation Regulations.

## **OBJECTIVE**

- The primary objective is to ensure smooth and safe match organization that work collaboratively with the security programme by having the RIGHT PEOPLE at the RIGHT PLACE at the RIGHT TIME.

## **GOALS**

1. To identify credible working groups and/or individuals and organisations with a purpose to support the execution of their operational functions.
2. To ensure legitimate people gain access to the areas where they perform their duties and to prevent unauthorized people from gaining access.
3. To make the accreditation process a contribution to the safety and security of UAE PL Competitions, so as to minimize the risk of damage to individuals and/or facilities.
4. To control the number of people in an area and prevent overcrowding.

# **1. THE ACCREDITATION CARD**

## **1.1 RESPONSIBILITY**

1.1.1 The UAE PL is solely responsible for approving and issuing an accreditation card to each individual performing an official match operation function, and therefore requiring access to UAE PL Competitions.

1.1.2 The decision of the UAE PL is final and binding,

1.1.3 If the club/ institution has replaced any of its technical and administration members, as well as board members and wishes to issue accreditation cards for the new members, the club/ institution shall return the old accreditation cards before receiving the new cards. In the event that the club/ institution has lost the old accreditation card, they should pay a penalty for the lost card and sign an undertaken not to use the lost card in case it was found.

1.1.4 If the club sold or loaned a player to any other club, or if the player has been removed from the list, the club shall return the player's accreditation card to the UAE PL. In the event that the club has lost the old accreditation card, they should pay a penalty for the lost card and sign an undertaken not to use the lost card in case it was found.

## **1.2 SCOPE**

1.2.1 The UAE PL accreditation card is a privilege, not a right. The accreditation is a necessary working tool. It must be worn at all times when entering the Stadia while on duty. However, accredited parties who have access to a stadium while on "off-duty" circumstances are not allowed to wear the accreditation card and/or utilize the privileges accorded by the accreditation card.

1.2.2 The accreditation card is not an external sign of a privileged status and it does not provide the cardholder with a seat at the stadium. Those wishing to have access to a spectator seat must contact the home club for a match ticket / invitation.

1.2.3 An accreditation card is NOT:

- A sign of a social or representative status;
- A match ticket / invitation. An accreditation card does not grant the right to a seat;
- A gift or courtesy item;

- A tool to authorize its holder to issue orders or decisions .

1.2.4 The accreditation card is meant only for the accredited person and is not transferable.

1.2.5 The cardholder must wear the accreditation card so that the card is visible at all times to the UAE PL match officials and security personnel.

1.2.6 The UAE PL issues only two (2) cards with full access in addition to access to the field of play before and after the match, for the board of directors of the football company (the cardholders to be decided by the board of directors). As for the accreditation cards issued for other board members, the cards will grant full access except for the field of play.

1.2.7 Cardholders shall adhere to the access zones specified for their accreditation cards in accordance with the work entrusted to them. The UAE PL officials are entitled to deny access to the cardholder if there was no need for his presence in that zone.

## **2. ACCREDITATION CARD CONTENT**

2.1 FRONT: The front of the accreditation card will display:

- Name of accredited person
- Photograph of the accredited person
- Accreditation Category
- Designation / Title
- Organisation Name
- Venue access
- Zone access

2.2 BACK: the back of the accreditation card will display:

- Terms & Conditions of the UAE PL accreditation card
- Key to accreditation zones
- Sponsor logo and name



Category

Access Zones



#### الشروط والأحكام

- 1) لن استعمل هذه البطاقة في المقاعد المخصصة للجمهور.
- 2) إن هذا الاعتماد شخصي وغير قابل للتحويل للغير.
- 3) أقر واعترف بأن هذه البطاقة تبقى ملكاً خاصاً لرابطة المحترفين الإماراتية ويحق لرابطة المحترفين الإماراتية سحب أو إلغاء البطاقة فوراً وفقاً لتقديرها.
- 4) هذه البطاقة تستخدم للغايات المصرح بها من قبل رابطة المحترفين الإماراتية وفي حال مخالفة ذلك يتحمل حامل هذه البطاقة والجهة التابع لها كافة المسؤولية القانونية.

#### Terms & Conditions

- 1) I will not utilise my Accreditation Card to occupy a spectator seat.
- 2) Accreditation is personal and non-transferable.
- 3) I understand that this Accreditation Card remains the property of the UAE Pro League and the UAE Pro League has the right to withdraw and/or cancel with immediate effect my Accreditation Card at the UAE Pro League's discretion.
- 4) This card is to be used only for the purposes authorized by the UAE Pro League. In case of any valuation, the holder of this card and his organization bear all legal responsibility.

#### Accreditation Zones

- 1) Field of Play
- 2) Competition Areas
- 3) Media Centre
- 4) Media Tribune
- 5) VIP Areas
- 6) Broadcast Areas
- 7) Fan Zones
- 8) Parking
- 9) TV Commentary Booths

\* FOP During the match

#### المناطق

- (1) أرض الملعب
- (2) مناطق المسابقات
- (3) المركز الإعلامي
- (4) منصة الإعلاميين
- (5) مناطق الشخصيات المهمة
- (6) مناطق البث
- (7) مناطق الجماهير
- (8) منطقة المواقف
- (9) غرف التعليق

\* ميدان اللعب أثناء المباراة



### 3. ACCREDITATION CATEGORIES

Due to the enormity of different numbers of people involved, accreditation categories have been devised to ensure easier identification of persons at the venue.

The categories and its corresponding colours are as follows:

Categories	Colour	Organisation under this category
UAE PL	Blue	UAE PL, UAE FA and any 3 <sup>rd</sup> parties working on behalf of the UAE PL
UAE FA	Brown	UAE Football Association
Team	Light Blue	Person(s) in Football Companies related directly to the first team
LOC	Red	Person(s) in Football Companies responsible for match organisation
Support Services (SVC)	Purple	Person(s) in Football Companies supporting match organisation
Media	Yellow	Written press and photographers, including club media; and Non-Rights Holders, Digital Media
Abu Dhabi Sports Channel	Light Green	Host Broadcaster
Dubai Sports Channel	Orange	Broadcast Partners
Sharjah Sports Channel	Light Grey	Sharjah Sports Channel

Security	Black	Police
Any third party working for the UAE PL (LED, ADIB,...)	Pink	Any third party working for the UAE PL (LED, ADIB,...)
NADO	Pink	National Anti-Doping Organization
LiveHD	Grey	LiveHD
UAE PL U21 team	Light Purple	People working in football companies and directly related to UAE PL U21 team
Activities	Green	Volunteers, Activities Companies

## 4. ACCESS RIGHTS

There are two main access rights which need to be allocated:

- Venue Access
- Zone Access

### 4.1 Venue Access

4.1.1 UAE PL Competitions will utilize 15 venue access codes (logos) which will grant access to 14 stadia used in UAE PL Competitions.

4.1.2 In order to grant the cardholder, the right level of access rights, a default zoning is assigned in advance to particular functions (please see pages 14-15 for default zoning. The letter "A" in default zoning means holder of card can access all stadium. The letter "H" in default zoning means holding of card can only access his home stadium).

Access Code	Allows Access to...
	Rashied Stadium
	Hazza Bin Zayed Stadium
	Muhammad Bin Zayed Stadium
	Al Maktoum Stadium
	Al Bataeh Club Stadium
	Al Nahyan Stadium
	Sharjah Stadium
	Zaabeel Stadium
	Ajman Club Stadium



	Hamdan Bin Rashid Stadium
	Saqr bin Mohammad Al Qassimi Stadium
	Kalbaa Club Stadium
	Baniyas Stadium
	Emirates Club Stadium
	All Stadia

4.1.3 The venue access codes provide the cardholder entrance to the respective stadium and general circulation areas. Further access is restricted based on the appropriate access zones.

## 4.2 Zone Access

4.2.1 In order to grant the cardholder the right level of access rights, a default zoning is assigned in advance to particular functions (please see 15-16 for default zoning). For UAE PL Competitions, the stadium will be divided into 9 access zones. Access to a zone will be granted to a cardholder whose accreditation card displays the relevant zone number.

4.2.2 The following table provides an overview of these access zones and their corresponding code.

ZONE	ZONE DEFINITION
1. Field of Play	Field of Play, team benches, fourth official's position, tunnel & access to field of play. All access is for before and after the match, as well as half time only. Access is prohibited during the match.
2. Competitions Area	Team & Match officials dressing rooms, medical rooms (Doping control), UAE PL offices, Corridors (with access to the dressing rooms), Mixed Zone.
3. Media Tribune	Media Tribune (Media seats), Press Conference Room, TV Studios.
4. Media Center	Media Center (Media working area)
5. VIP Area	VIP reception and lounge, VIP seats, VVIP area.
6. Broadcast Area	Broadcaster compound
7. Fans Areas	Stands and Fans areas
8. Parking Area	Parking and Services area.
9. Commentary Rooms	TV Commentary Positions
★	Field of play while the match is in process
Bibs	Cardholder eligible to be in possession of a bib which will allow access to the Field of Play area.

## 5. Accreditation Card Issuance

5.1 Accreditation cards are issued according to the following:

NO.	Procedure	Fees
1	Request for accreditation card issuance at least 3 working days in advance	No fees
2	Request for accreditation card issuance within less than 3 working days	500 AED per card
3	Request for accreditation card reissuance due to loss	500 AED
4	Modification of any information after card issuance	500 AED

## **6. REVOCATION / CANCELLATION / LOSS OF THE ACCREDITATION CARD**

6.1 The UAE PL may cancel or revoke the accreditation card in the cases below:

6.1.1 The UAE PL may cancel or revoke any accreditation card it issued if the cardholder has failed to comply any of the clauses stipulated in UAE PL Regulations, or the instructions and circulars it has issued.

6.1.2 The UAE PL may cancel or revoke any accreditation card and withdraw it should the UAE PL have reasons to believe that the accreditation card has not been obtained in accordance with this UAE PL Accreditation Regulations

6.1.3 The UAE PL may cancel, revoke and withdraw any accreditation card if the cardholder was ineligible to use it. In the cases referred to hereinabove, new accreditation card request cannot be submitted after the card has been withdrawn or canceled until the reason behind the cancelation has been resolved.

6.1.4 In cases were the UAE PL decides to cancel or revoke an accreditation card, the club ensures and undertakes not to use the card immediately after the notification, and shall return the card to the UAE PL office within 2 business days of the notification. Non adherence to these terms will lead to a QCP.

6.1.5 Enforced Cancellation: the cardholder's accreditation card has been lost, stolen or damaged. Consequently, for security reason, it is necessary to cancel the accreditation card. Re-application of accreditation card is subject to a replacement fee of AED500 (Five Hundred Dirham only) made payable to the UAE PL.

6.1.6 Operationally Enforced Cancellation: the accreditation card created for the cardholder displays incorrect personal data and/or access privileges.

6.1.7 In all the above mentioned cases, the accreditation card revocation / cancellation is subject to the authority of the UAE PL.

### **Bank Account details of UAE PL in case of Application for replacement card**

Name of account holder: UAE Pro League

Bank: Abu Dhabi Islamic Bank (ADIB)

IBAN: BAN AE660500000000012888825

## **7. ACCREDITATION SIGNAGE**

- 7.1 At each and every accreditation checkpoint, an accreditation signage board will be displayed to show venue access zones and sample of SAD (where applicable) that are permitted to enter the restricted area.
- 7.2 The UAE PL shall indicate which access zones will be displayed on an accreditation signage board. Any movement of and changes to these accreditation signage board is strictly prohibited unless approved by the UAE PL.

## **8. Ratification and Approval**

- 8.1 These regulations are prepared and set under the supervision of the Executive Office of the UAE PL and ratified by the UAE FA Board on 23/06/2023

## 9. ACCREDITATION CARD APPLICATION AND PROCESSING STEPS

Steps
1. Electronic UAE PL Accreditation application is made ready and instructions sent to stakeholders (UAE FA, clubs, media, broadcasters, etc.); as well as published online ( <a href="http://www.uaeleague.ae">www.uaeleague.ae</a> )
2. UAE FA, Football Companies, Media, Broadcasters and other UAE PL partners will be given username and password to access the accreditation system.
3. Individuals and/or organisation who do not have a username created for them can create their own username and password online.
4. Once the username is verified, stakeholders and/or individual media personnel log into the electronic application system to submit (resubmit) application(s). Once application is submitted, UAE PL will be notified.
5. UAE PL confirms data and document validity.
6. UAE PL approves or rejects applications. In case application is rejected, applicant will be notified reasons for rejection and applicant may revert to step 2 for reapplication.
7. UAE PL produces the Accreditation Card. Applicant will receive email notification to collect the card. If applicant have applied to the football company or an organisation, UAE PL will inform the organisation / football company when the card is ready for collection.
8. Applicant to collect accreditation card at the UAE PL Headquarters.  Note: a valid form of ID must be presented when collecting the Accreditation Card.

**Note:** during the season, an application will take a minimum of three (3) working days to be processed. At the beginning of the season, process will take longer due to numerous applications received at the same time. Therefore, please apply in good time to ensure that your accreditation card is available for your match.

## **ACKNOWLEDGEMENT** (to be signed when collecting accreditation card)

I,....., the holder of this UAE PL Accreditation Card bearing my name, acknowledge that in collecting this Accreditation Card, that I am bound by the following Terms & Conditions, as well as the UAE PL Accreditation Regulations:

1. I have read, understood and agree to abide by the UAE PL Accreditation Regulations;
2. I will not utilise my personal UAE PL Accreditation Card to occupy a spectator seat;
3. I will not transfer or share my UAE PL Accreditation Card with any other person;
4. I understand that the UAE PL Accreditation Card is for 'work related' purposes only and I shall not utilize this card to enter a match venue to which I am not undertaking any work related activity, or where I am not doing any official work related to the UAE PL. I also understand that the UAE PL has the absolute right to confiscate my accreditation card in case of any violation, and that a fine of Five Thousand Dirhams (5,000) AED will be imposed to re-issue the card.
5. I understand that I am only allowed to access the zones within match venues as indicated on my UAE PL Accreditation Card;
6. I understand that for certain matches, I may be required to obtain a Supplementary Access Device (SAD). Without such, I shall not be able to enter the zone;
7. I understand that I must respect and abide by the UAE PL Accreditation Regulations at all times whilst in the match venue;
8. I understand that the UAE PL Accreditation Card remains the property of the UAE PL and the UAE PL has the right to withdraw and/or cancel with immediate effect my UAE PL Accreditation Card at the UAE PL's discretion;
9. I understand that if for any other reason not mentioned in the this Terms and Conditions and/or the UAE PL Accreditation Regulations, that the UAE PL feels that I have breached the UAE PL Accreditation Regulations, the UAE PL has the right to withdraw and/or cancel with immediate effect my UAE PL Accreditation Card;

10. I understand that my UAE PL Accreditation Card is valuable and therefore I should be careful to not lose or have my card stolen.
11. I understand that should I misplace my card or have it stolen then, AED500 will be payable to the UAE PL for replacement of my UAE PL Accreditation Card.
12. I understand that it is my responsibility to wear my UAE PL Accreditation Card to all matches to which I am 'working.' I understand that I will not be allowed to enter the match venue without wearing the UAE PL Accreditation Card.

**Date:**

**Name:**

**Position:**

**Signature:**



