



## FAQS – MEDIA ACCREDITATION FOR THE ICC CHAMPIONS TROPHY 2017 AND ICC WOMEN'S WORLD CUP 2017

### ACCREDITATION PROCESS

#### How is the accreditation process run?

##### ICC Champions Trophy 2017

The media accreditation process for the ICC Champions Trophy 2017 will be a two-phase process. The first stage will run from **Sunday, 5 March to Monday, 3 April 2017** and in this process, you will be invited to register for media accreditation for the tournament.

The second phase of accreditation will run from **Monday, 24 April to Friday, 12 May 2017**. In this process, you will update your online application by identifying matches you intend to cover, including the semi-finals and the final.

##### ICC Women's World Cup 2017

Media accreditation for the ICC Women's World Cup 2017 will be a one-step process. You will be invited to register for media accreditation from **Monday, 24 April to Saturday, 6 May 2017**.

**Note:** *If you have already successfully registered for the ICC Champions Trophy, you will not need to re-register for the Women's World Cup. Please ensure to select the matches you wish to cover for the Women's World Cup between **Monday, 24 April and Saturday, 6 May 2017**.*

*Match-day lists for all matches, including the semi-finals and final, will be prepared according to the ICC's pecking order (please see below). This means preference will be given to news agencies and reporters from countries whose sides will be featuring in those matches, as well as reporters from national dailies of the host country.*

*Accreditation requests and match day lists for both the ICC Champions Trophy 2017 and ICC Women's World Cup 2017 will be available via an online portal only. User guidelines are available via the ICC Media portal.*

## **Who is eligible for media accreditation?**

For the ICC Champions Trophy 2017, journalists who have covered one of the events below, have assignments from their organisations and are also accredited by their country's cricket board, will be preferred for media accreditation. However, if you have not attended any of the events below but believe your circumstances warrant accreditation, then please apply and the ICC will give due consideration to your request.

- ICC Champions Trophy 2013
- ICC World Twenty20 Bangladesh 2014
- ICC Cricket World Cup 2015
- ICC World Twenty20 India 2016

For the ICC Women's World Cup 2017, journalists who have covered one of the events below and have assignments from their organisations, will be preferred for media accreditation. However, if you have not attended any of the events below but believe your circumstances warrant accreditation, then please apply and the ICC will give due consideration to your request.

- ICC Women's World Cup 2013
- ICC Champions Trophy 2013
- ICC World Twenty20 Bangladesh 2014
- ICC Cricket World Cup 2015
- ICC World Twenty20 India 2016
- Accredited for the ICC Champions Trophy 2017
- Covered women's international sport events

## **Which types of documents do I need at the time of applying for media accreditation?**

It is recommended that you have the following documents ready before you start the application process:

- i) Your passport / ID card / UK driver's license details (please see link for more information on documents required)
- ii) Scanned copy of assignment letter from your Editor / employer on a company letterhead
- iii) Colour head shot photograph (less than three months old)

## **Why do I need to provide my passport or ID?**

All persons requesting an accreditation will be subject to a security check by UK police. In addition, the information provided will be used for media authentication by the ICC.

The provision of the ID or Passport enables the ICC to firstly confirm the identity of the applicant, secondly, this ID will be used by the ICC's accreditation staff when the applicant arrives to collect his/her pass from the designated collection point to verify identification, and, lastly, for relevant security and screening processes.

### **Why do I need to provide an assignment letter from my editor?**

This is to ensure that you are a bona fide member of the media, and that you have a proper assignment to cover the ICC Champions Trophy 2017 or the ICC Women's World Cup 2017 or both.

The assignment letter must be from the Editor of your organisation or your Employer on a company letterhead that has assigned you to specifically cover the ICC Champions Trophy 2017 or the ICC Women's World Cup 2017 or both.

### **What if I am a freelance journalist or photographer?**

You will need to submit an assignment letter from your commissioning Editor. This is to ensure that you have a proper assignment and will be arriving in the United Kingdom to cover the tournament.

### **What if I get an assignment after the closure of the accreditation process?**

There will be no exceptions and once the process is closed, no late applications will be received.

If you are hopeful of an assignment, then you are advised to apply for tournament accreditation from Friday, 3 March with all the relevant documents. If you have not received a final letter of assignment, you may apply with an intended letter of assignment which includes the details of the assigning Editor. This will allow you to open your application, but your application will not be approved until the final letter is received.

### **Can the ICC ask for additional information before approving my accreditation?**

Yes, the ICC, at the time of reviewing your application, can ask you to provide scanned copy of your accreditation from one of the past ICC events mentioned above as well as flight and hotel bookings.

### **Who approves media applications?**

The ICC reserves the right to approve/reject all media applications.

### **When will my accreditation be approved?**

The ICC aims to approve accreditation applications on a weekly basis but only after the applicant has supplied all the required documents, undergone the relevant security and screening processes and the assigning Editor has approved the application.

Until the application is approved/endorsed by the relevant Editor or Employer, the ICC will not be able to process the application. As such, you are strongly advised to attach assignment letters from the Editors or Employers at the time of applying for accreditation. At the same time, Editors are requested only to approve applications of staff members who will be at the tournament in a working capacity.

**If my accreditation for the ICC Champions Trophy 2017 has been rejected, will I be considered for the ICC Women's World Cup 2017?**

The ICC always gives preference to journalists or media outlets who regularly attend ICC events. As such, if you have attended any of the five events mentioned above or any women's sport events, or you feel there are exceptional circumstances which you may raise with the ICC, only then will you be accredited for the ICC Women's World Cup 2017.

**If I have not covered an ICC event but have regularly covered bilateral international series, will I be considered for media accreditation?**

If you have covered a foreign tour of your national cricket team, then the ICC can consider your request. However, if you have only covered home international and domestic series but believe your circumstances warrant accreditation, then please apply and the ICC will give due consideration to your request.

**How can the ICC help me in regards to travel to the UK?**

The ICC will be happy to provide a letter in support of a visa application, however, it is your responsibility to source a UK for travel. Further information regarding UK visa criteria's can be found at <https://www.gov.uk/check-uk-visa>.

**Where will I collect my accreditation pass from?**

Information regarding the Venue Accreditation Center locations and opening dates will be available in the tournament media guide and on the ICC Media Zone. These details will also be emailed to you. Please ensure to bring your same identification document used when requesting your accreditation.

**Are accreditations transferable?**

No, accreditations are not transferable and can only be issued to one person to cover the event. If you are no longer able to attend the tournament, the ICC may consider cancelling your accreditation and accrediting a colleague to replace you. Please email media accreditation manager at Marie Ehuy at [lcc2017accreditation@ecb.co.uk](mailto:lcc2017accreditation@ecb.co.uk).

**I've lost my username and/or password. How do I access my application to make my match choices for the second phase?**

You can recover your password from the Login Page of the [accreditation portal](#) by doing the following:

- Click on [Recover Password](#) button on the login page
- You will be prompted to enter your e-mail address. Enter the e-mail address that you used to submit your original application in phase 1
- Your login details will be emailed to the address submitted

**I have submitted my application but I have realised there is a mistake in it (i.e. wrong date of birth, misspelt name). Who do I need to contact to make the correction?**

When the accreditation portal is open, you can make changes to your profile by logging in using the password provided to you at the time of registration.

Please note that any changes will be subject to security checks and may delay your accreditation pass issuance.

**ACCESS TO VENUES AND MATCH SELECTION**

**Will the accreditation pass be enough to secure a seat in the press box?**

On match-days, entry inside the venues will be strictly through barcoding and journalists on match-day lists will be able to take advantage of ICC's match-day services.

On non-match day, accredited journalists will have access to all media working areas.

**How and when will I know I have been accredited for a match?**

The ICC will endeavor to send you an email 72 hours before a match, to notify if you have been accredited for a match.

**Will applicants from the host country get priority on accreditation/match-day lists?**

No. The ICC treats every applicant fairly and equally, in line with its accreditation policies and as per the pecking order.

**Will quotas be applied to each match?**

Yes. For international agencies, national agencies from competing countries, national daily newspapers from competing countries and national daily newspapers from host country no more than two (2) written press and two (2) photographers will be accredited per match.

For all other organisations, no more than one (1) written press and two (2) photographers will be accredited per match.

**What if I don't update my accreditation profile by selecting matches I intend to cover?**

If, during the match request period, you don't indicate the matches you'll be covering, then the ICC will presume that you will not be attending the tournament and as such, your application will be cancelled.

**What if I want to change my selection of matches?**

The ICC will try its best to accommodate such a request, but it may always not be possible. Therefore, please think carefully before applying. If a change is inevitable, please email Media Accreditation Manager, Marie Ehuy, at [lcc2017accreditation@ecb.co.uk](mailto:lcc2017accreditation@ecb.co.uk) with the change request. Please do not assume this change has been facilitated until you receive notification.

## **How will the accreditation process for the semi-finals and final run?**

This phase of the process will be covered during the match request period when you will select pool matches.

While selecting the semi-finals, you are strongly advised to review the tournament schedule and then confirm which semi-final you wish to attend. Due to limited spaces in media working areas, strict pecking order will be followed, priority will be given to journalists whose teams will feature in the matches and it is highly unlikely that your request to attend both the semi-finals will be accommodated.

For the final, journalists will be accredited according to the ICC's pecking order.

## **What happens if I miss most of the matches I had indicated that I'll be covering?**

In that case, you will drop in the pecking order for high profile matches and the knock-out stages of the tournament.

If for some unexpected reason you cannot attend a match you are accredited for, you are strongly advised to inform the Media Accreditation Manager Marie Ehuy at [lcc2017accreditation@ecb.co.uk](mailto:lcc2017accreditation@ecb.co.uk) so that the system can be updated.

## **What if I don't cover the tournament even after selecting matches in the second phase of accreditation?**

In the event that you fail to collect your pass after confirming that you'll attend the ICC Champions Trophy 2017 or ICC Women's World Cup 2017 or both, **then you will not be accredited for the ICC Cricket World Cup 2019 which will be staged in the United Kingdom from 30 May 2019 to 15 July 2019.**

## **Will there be a waiting list?**

No, there will be no waiting list. Only media which receives confirmation emails will be allowed access inside the venue on a match-day. As such, please only turn up at the venue if you have received an email, confirming that you have been accredited for the match.

## **Can I access media facilities on a match-day if I do not have match-day accreditation?**

No, media will not be permitted to access a venue on a match-day unless you have received approval for a press box position or photographers' position for that specific match.

## **Will I need to collect a match-day ticket for each match I am accredited for?**

Entry inside the venue on a match day will be through barcodes and media will not need to collect any match-day ticket.

## **I can no longer attend a match that I have been accredited for. Can I send a colleague in my place?**

Accreditations are not transferrable but the ICC will aim to assist if an accredited media person can no longer attend a match but an accredited colleague is able to attend. Please email Marie

Ehuy at [lcc2017accreditation@ecb.co.uk](mailto:lcc2017accreditation@ecb.co.uk) with the colleague's details to confirm if this is possible.

### **I am an NRH camera person, can I enter a venue on a match-day?**

All Non-Rights Holders (NRHs) will be accredited for the tournament, but only reporters will be granted access to a venue on match-day.

However, to facilitate NRH camerapersons, all unedited post-match media conferences will be streamed live on the ICC website and uploaded to the ICC Media Zone.

### **What does filming on a match-day mean?**

Media is not permitted to record, broadcast or transmit by any means whatsoever any moving images, sounds, data, results, scores or commentary of or concerning any of the matches, or the venues, attendees or any activity at any match.

Please refer to the Media Terms and Conditions you agreed to when applying for media accreditation.

### **I am a photographer. Will I need a bib along with a tournament pass to enter the field of play on a match-day?**

Yes. All match-day accredited photographers will be issued a bib to enter the field of play to cover the match. Bibs will ONLY be distributed in the pre-match photographers' briefings, which will take place in designated areas (details to be announced in due course) two hours before the start of the match. Photographers who fail to attend the pre-match briefings will be unable to cover the match.

### **Can I keep the bib for the entire tournament?**

No. You will have to return the bib to the photographers' manager or photographers' volunteers before leaving the venue after the match.

### **What if I don't return the bib after the match?**

In this case, your tournament pass will be deactivated and will only be activated after you have returned the bib.

### **Do I need a bib on a non-match day?**

No. Photographer bibs are only required on match-days.

### **What happens if I breach the Terms and Conditions for media accreditation?**

Media found to have breached the tournament's Accreditation Terms and Conditions may be refused entry to a Venue and/or a Zone or may be expelled from the venue and/or the tournament.

Please refer to the Media Terms and Conditions you agreed to when applying for media accreditation.

**What if my accreditation is cancelled during an event?**

You can lodge an appeal by contacting media accreditation manager Marie Ehuy at [lcc2017accreditation@ecb.co.uk](mailto:lcc2017accreditation@ecb.co.uk). Final decision to reinstate your Accreditation will be made by the ICC.

**What if my accreditation is stolen?**

Please refer to 9.2 of the Media Terms and Conditions you agreed to when applying for media accreditation.