

Nanjing 2014

IF Accreditation Instructions Manual

Nanjing China
January 2014

Nanjing 2014
International Federations (IF)
Accreditation Instructions Manual
January 2014

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1 Overview

1.1 About this Manual

This *IF Accreditation Instructions Manual* (“*This Manual*”) is developed by The Organizing Committee for the Nanjing 2014, 2nd Summer Youth Olympic Games (Nanjing 2014) in accordance with the guidelines established in the *Youth Olympic Games Event Manual* by the International Olympic Committee (IOC).

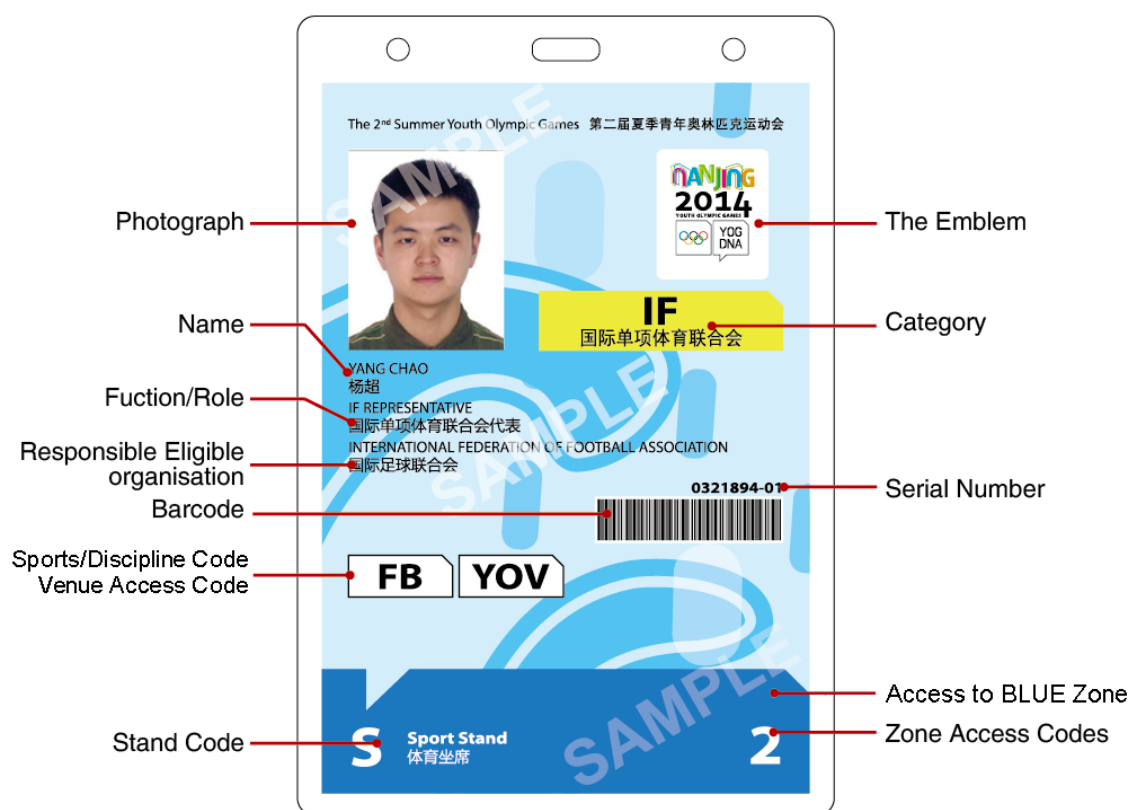
This Manual offers instructive information about the process of application for accreditation for the Nanjing 2014, with the participants of International Federations (IFs) as its readers.

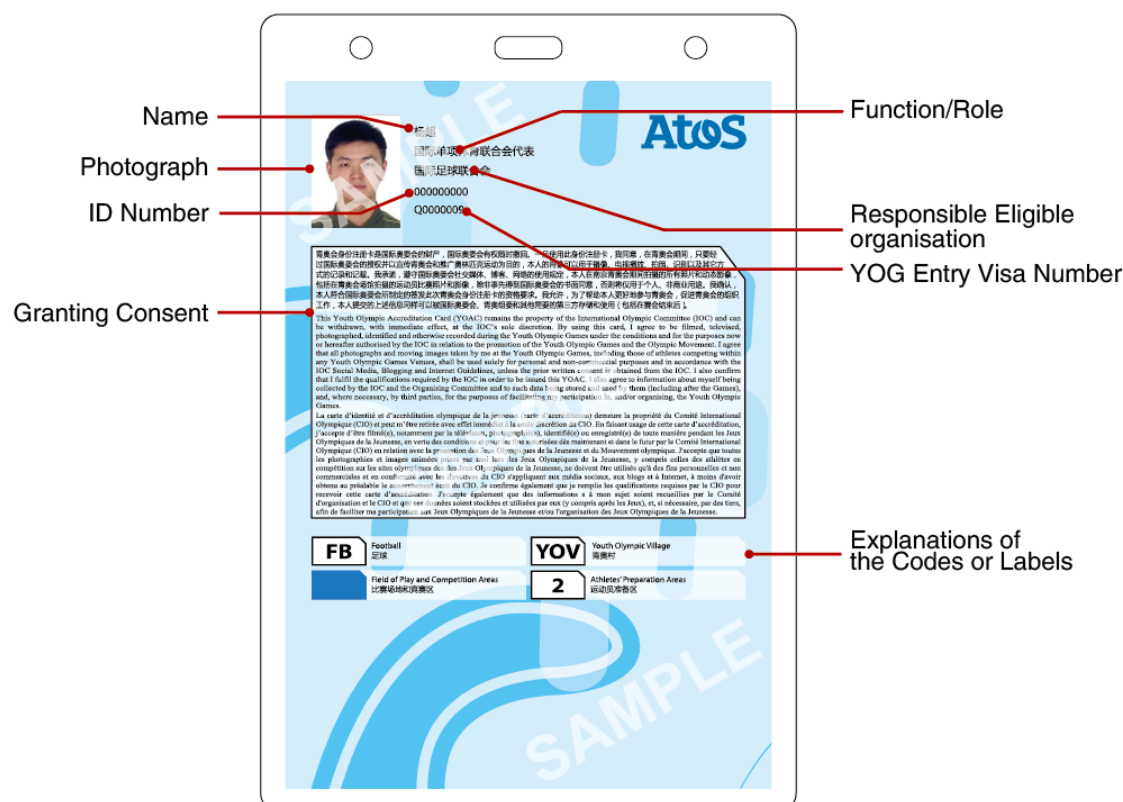
This Manual is available at official website of Nanjing 2014 (<http://www.nanjing2014.org>).

1.2 About Accreditation of Nanjing 2014

Accreditation relates to the registration, production, distribution and validation of Youth Olympic Accreditation Cards (YOAC), containing the appropriate access rights and entitlements for each individual person performing a functional role at the YOG.

Sample of the YOAC:





The purpose of accreditation is to identify and accredit all individuals who apply for participating in the YOG and performing their official duties at the Games, and to grant them with appropriate rights and entitlements by issuing them with the YOACs and/or other additional access passes to ensure them access to the YOG venues and sites according to their accreditation entitlements.

The IOC, through NYOGOC, determines the persons entitled to a YOAC; provides the categories and number of the people; sets the conditions for its granting and issuance; and grants the right to a YOAC to all people who have a recognized function to perform at Nanjing 2014. Rights and entitlements attached to a YOAC are based on YOG client category and functional role, as outlined in the YOG Accreditation Chart.

Nanjing 2014 accreditation services provided to IFs will abide by the rules set by the IOC and will comply with the policies and procedures set by NYOGOC and approved by the IOC.

1.3 “Must Knows” for IFs

To understand the process of IFs accreditation for Nanjing 2014, please read carefully the “Must Knows” below.

- Each IF is the Responsible Organization (RO) for accreditation affairs of all members of its own organization.
- In order to facilitate participation of each IF, the IOC and NYOGOC will collect Personal Data from IFs and those data will be stored and used by the IOC (including being stored on the IOC’s servers in Europe) and NYOGOC and, where necessary, by third parties;
- All applicants for accreditation in Nanjing 2014 must go through the process of Background Check (BGC) which is implemented by the authorities of the Chinese government. Applicants who are citizens of a country/administrative region outside Chinese Mainland must also go through the process of Entry Visa Check (VISA) which will be done by the authorities of the Chinese government. No applicants could be accredited until they have passed through the BGC and the VISA;

- Once issued with a YOAC, a participant accredited under IF categories (excluding one of Chinese nationality) may enter into China by holding his/her YOAC and a valid passport or other official travel document in the period from 16 July 2014 to 28 September 2014 without a separate entry visa;
- For any late applications submitted after deadline of application for accreditation, NYOGOC cannot guarantee the applicants will receive their YOACs before arriving in China. In such case, applicants will have to make their own visa arrangements to enter into China;
- The expiry date of an applicant's passport or other official travel document used to get accreditation must be valid at least until 31 December, 2014;
- To avoid any possible delay of your accreditation and to ensure the YOACs delivered as it is scheduled, it is requested with earnest that IFs complete and submit all of your applications to NYOGOC before the deadline of application for accreditation.

Note: The deadline of application for accreditation for Nanjing 2014 is **30 April, 2014**.

1.4 Contact Information

Main Accreditation Centre is responsible for accreditation-related issues of Nanjing 2014. List below are contract information which IFs may contact to seek help on accreditation matters.

NYOGC Main Accreditation Centre	Address	6th floor, Time Media Plaza, No. 15, Fengwu Road, Yuhuatai District, Nanjing, Jiangsu Province, China
	TEL	+86 25 5666 2601
	FAX	+86 25 5666 2600
	Zip Code	210039
	e-mail	acr_fed@nanjing2014.org
Contact person: Zhang Yan	Contact Number: +86 25 56661910 e-mail: zhangyan@nanjing2014.org	

1.5 Key Dates

Date	Issues
before 1 January, 2014	Sending out username and password of accreditation system to each IF
1 January, 2014	Accreditation system (including online and offline) opened. Provide accreditation package for IFs to download
30 April, 2014	Deadline of Application for Accreditation. Online accreditation system closed.
1 May, 2014	Sending out <i>Accreditation Status Report</i> to IFs
30 June, 2014	Mailing out Pre-Valid YOACs to IFs
16 July, 2014	Pre-Valid YOACs serve as entry visa to China
28, September, 2014	YOACs as entry visa expire

2 Categories and Quotas for IF Accreditation

Accredited population under IF category falls into two (2) categories as follows:

- IF
- IF G

2.1 Population and Quota for “IF” Category

The accreditation for IF category is described in the following table:

Function / Role	Quota per IF
IF President	1
IF Secretary General	1
Accompanying Guest	2
IF Athlete Role Model	1
IF Representative Event Delegate	As agreed with the IOC

Note: The quota for IF Representatives has been confirmed by the IOC and NYOGOC will apply the approved quotas.

2.2 Population and Quota for “IF G” Category


All the guests invited by the IFs participating in Nanjing 2014 should be accredited under the category of “IF G”. The policy of guest quotas is: **each IF may have 6 guests to be accredited.**

2.3 Application Form Applicable to Each Category

Category	Function/Title	Application Form
IF	IF President IF Secretary General Accompanying Guest	ACR07
	IF Representative Event Delegate	ACR08
	IF Athlete Role Model	ACR07
IF G	IF Guest	ACR09

2.4 Accreditation Chart for IF Categories

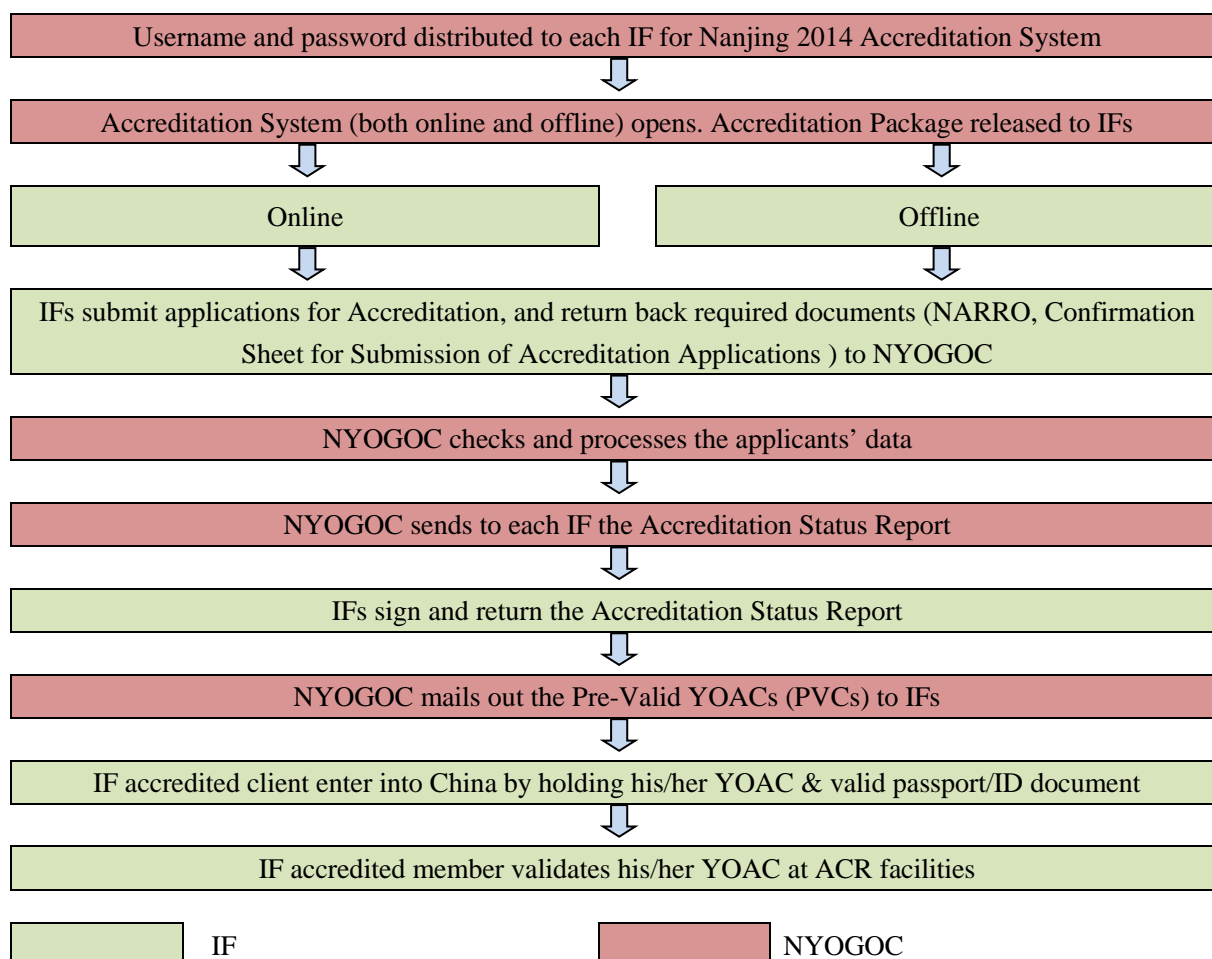
The IF Accreditation Chart as shown below sets out the access rights and entitlements for each IF’s category and function/title.

Category	Function/Title	Venue	Zone	Stand	Catering
IF	IF President IF Secretary General, Accompanying Guest	∞, YOV,MPC	2, 4, 6, BLUE	G	Nil
	IF Representative Event Delegate	Own sport venues, YOV	2, BLUE	S	Nil
	IF Athlete Role Model	∞, YOV,MPC, IBC	2,4,6,R, BLUE	G	
IF G	IF Guest	Own sport venues, YOV	RED	S	Nil

Note: More details on the Transportation services provided to IFs will be provided in due time as part of *Transport Guide*. ∞: All competition and training venues. Please refer to section 9.4 for further information on access rights.

3 Accreditation Process

The flow chart below illustrates the Process of Accreditation for IF clients.



3.1 NYOGOC Distributes Username and Password

NYOGOC will open the Accreditation System on 1 January 2014, which will offer both online and offline functions.

A username and a password are needed when IF logs in the Accreditation System. NYOGOC will send a username and a password, as well as the contact information of the Main Accreditation Center (MAC) for Nanjing 2014 to each IF via NYOGOC IF Services prior to the opening of the Accreditation System.

It is requested that each IF designates a person as its accreditation contact person, who is the contact point between the IF and NYOGOC, responsible for coordinating all affairs related to accreditation within its own organization. It is recommended that the accreditation contact person keep well the user's name and password distributed to the IF.

3.2 NYOGOC Releases an Accreditation Package

Accreditation Package will be released along with the opening of the Accreditation System. The package contains the documents required for accreditation, including:

- IF Accreditation Instructions Manual;
- Offline electronic Accreditation Application Forms

- Confirmation Sheet for Submission of Accreditation Application;
- User's Guide for offline Accreditation Forms;
- User's Guide for online Accreditation System; and

The website of the Accreditation System for the Nanjing 2014 is: <https://acr.nanjing2014.org>

3.3 IFs Log in Accreditation System

Each IF accreditation contact person logs in the Accreditation System with the respective username and password at <https://acr.nanjing2014.org>, reads the "Confirmation for Receiving Accreditation Documents" and click on "Confirm".

It is strongly recommended that the IF accreditation contact persons download the Accreditation Package to local computers and read them carefully. If the IF is unable to log in to the system, it is advised to contact to the liaison person of NYOGOC Sports & Venues Department for the documents.

Note: To ensure your account security, it is recommend that IF accreditation contact person changes the password immediately after your first login, or otherwise, have it changed at any time during your later operations.

3.4 IFs Prepare Data of Applicants

Before start filling in application forms, IF accreditation contact persons should read carefully *This Manual* and other documents offered in the Accreditation Package and have all applicants' data well prepared. It is recommended that IF accreditation contact person collects correctly personal information and photos of all applicants within his/her own IF in accordance with the requirements as instructed by *This Manual* and correspondent *User's Guide*.

After collection of personal information and photos, IF accreditation contact persons should check carefully and confirm that all of the applicants' data are true, correct, complete and legitimate. Only when the data are well prepared and ready to operate, can the IF start the jobs at the application for accreditation.

Note: If an applicant's data are incorrect, incomplete or illegitimate, it may cause a failed application. When it happens, you will have to modify the data and try to submit them again.

3.5 IFs Submit Applications for Accreditation

NYOGOC offers both online and offline application channels for its clients. IFs may choose one of the two channels, according to their needs, to complete and submit your applications for accreditation.

3.5.1 Complete Applications Online

Step 1: Log in the Online Accreditation System

The IF accreditation contact person logs in the Accreditation System and enters the main page of the Online Accreditation. Choose an appropriate Application Form according to the applicant's function or role.

Step 2: Enter an Applicant's Data

Confirm that the Form has been chosen correctly, click on “Add New” and then enter at each field in the page one by one.

To input an applicant’s photo, click on the photo icon, browse and select a photo and upload it. If the image is not correct, click on “Refresh” or “Remove” button to select another one.

For more information about completion of the online application form, please refer to Chapter 7 in *This Manual* and the *User’s Manual for online Accreditation System*.

Note: If the data you entered do not match the requirements of the system, it will likely result in failure of your application. For those mandatory fields required for accreditation, please be sure to complete them correctly. If any mandatory data are absent, you will not be able to save the applicant.

Step 3: Read and Accept the NARRO

As one of the documents required for accreditation, text of the *Notification and Acknowledgement of Authorised Representatives of Responsible Organisations (NARRO)* has been embedded into the online accreditation forms. IF accreditation contact person should read the text and click to accept it.

Note: Only when the NARRO has been accepted, can an applicant be submitted.

Step 4: Submit the Applications

After the above steps are completed, you can click on “Submit” to submit the current applicant and proceed to next applicant by “Add New” again.

3.5.2 Complete Applications Offline

Step 1: Be Ready to Work at an Application Form

When the IF has chosen the offline channel to go through the accreditation process, it is not needed to sign in the Accreditation System since data entry of an application form can be finished in a local computer.

Before filling in an Application Form, IF accreditation contact person should confirm the Microsoft Excel format Forms which are offered in the Accreditation Package have been downloaded to your local computer. Choose an appropriate Form from the electronic Forms you have downloaded according to the applicant’s function or title.

Step 2: Filling in an Accreditation Form

For security reason, Macros is applied to all electronic Application Forms. Be sure to enable Macros after opening a Form, if not, the functions cannot be enabled. For the method to enable Macros, please refer to the *User’s Manual for offline Accreditation Forms*.

Since the Excel sheet is protected, IF user cannot fill in the cells directly. IF accreditation contact person should click on “New” button to have the fields displayed. Input the field in each cell of the sheet one by one, and complete all the required fields as instructed by the *User’s Manual for offline Accreditation Forms*.

Step 3: Input an Applicant’s Photo

To upload an applicant’s photo into the Form, click on the button “Choose Photo”. Browse and select a photo from image files pre-saved in your local computer. Verify the selected image is exactly the one you want to input. If not correct, click on “Choose Photo” again to refresh until a correct one is input. Please refer to section 8 of this Manual.

Note: When an applicant's photo is input to the Form, it will be saved to a folder in your local computer. The folder is generated automatically by the system and contains applicant's photos. When you submit an application, please be sure to send the folder and all image files in it to NYOGOC together with the application Forms you have completed. Otherwise, an accreditation card will not be able to be printed because of the photo missing.

Step 4: Read and Accept the NARRO

Text of the *Notification and Acknowledgement of Authorised Representatives of Responsible Organisations (NARRO)* has been integrated into the electronic Application Forms. IF accreditation contact person should click on the link "Read the NARRO" at the bottom of the Form, then read the text and click to accept it.

Note: Only when the NARRO has been accepted, can an applicant be submitted.

Click "Save" button to save the data of current applicant, and click "New" button to fill in another applicant's data.

For more instructions, please refer to Chapter 7 in *This Manual* and the *User's Manual for offline Accreditation Forms*.

Step 5: Submit Applications

After completion of the above steps, IFs may send the accreditation forms and photos via either ways below:

- Send by e-mails; or
- Mail the CD/DVD disc(s) which contain the data by express mails.

3.6 IFs Submit Confirmation Sheet for Submission of Accreditation Applications

IFs must sign the *Confirmation Sheet for Submission of Accreditation Applications* after submitting their applications, which is the document necessarily required for accreditation for Nanjing 2014. IFs may send the document through one of the following channels as you desired:

- Express mail;
- Fax; or
- Email the scanned document.

3.7 Follow-Up Processes after Submission of Applications

3.7.1 Necessary Checks

As stated in Section 1.3 in *this Manual*, the authorities of the Chinese government will carry out Background Check (BGC, applicable to all applicants for accreditation) and Visa Check (only for the applicants outside Chinese Mainland) for applications.

3.7.2 Confirmation of Accreditation Status Report

An "Accreditation Status Report", together with a "Confirmation Sheet for Accreditation Status Report", will be sent to each IF by the Main Accreditation Center (MAC) when the BGC and VISA completed.

Each IF should confirm the persons who will attend the Nanjing 2014 according to the quota policy specified by IOC. Each IF needs to delete the persons on the Accreditation Status Report who will not attend the Nanjing 2014 and ascertain the final list of participants.

It is required that each IF prints the Report and checks the data carefully. If any errors are found, IF accreditation contact persons should make them corrected and mark the changes in the Report.

After deletion and correction, the IF should complete the Confirmation Sheet for Accreditation Status Report and send it back together with the confirmed or modified Accreditation Status Report after signed by the IF to the Main Accreditation Center (MAC) through express mail or fax, or send a scanned copy by e-mail.

The returning Accreditation Status Report will take shape of the Final Accreditation Report.

Note: This step is very important. Only after the Confirmation Sheet for the Accreditation Status Report has been received, can NYOGOC proceed to issue and print the YOACs for your Organization.

3.7.3 Delivery of Pre-Valid YOACs to IF

After receiving the Confirmation Sheet for the Accreditation Status Report from one IF, the Main Accreditation Centre (MAC) will produce and deliver the Pre-Valid YOACs (PVCs) to the IF headquarters before its accredited members leave for Nanjing 2014. It is the responsibility of the IF to forward the Pre-Valid YOACs to its delegates.

For late applications that failed to meet the deadline of application for accreditation, NYOGOC will not be able to guarantee the applicants receive their PVCs before their departure. In such case, the applicants must follow the normal immigration procedures to apply for their entry visas to China.

4 Entry by Holding an YOAC

4.1 YOAC Functions as an Entry Visa

The Youth Olympic Accreditation Card (YOAC), together with a passport or other official travel document of the members of IFs (with an exception of the people with Chinese nationality), will be accepted as the multiple entry visa to China during one month before and one month after the Nanjing 2014 YOG.

For applicant who has passed the Background Check (BGC) and Visa Check (VSC) implemented by Chinese Authorities, the Ministry of Foreign Affairs will issue a YOG-dedicated visa number which will be printed below the ID number on the back side of YOAC. The visa number consists of one initial letter and seven numbers, e.g. Q1234567.

Note: This policy will become effective from 00:00 a.m. Beijing Time, 16 July 2014 to 24:00 p.m. Beijing Time, 28 September 2014.
Beijing Time = GMT + 8 hours

The expiry date of the passport or other official travel document should not be earlier than 31 December 2014. If it becomes expired before this date, the holder must renew his/her passport or official travel document and the accreditation must be applied by the new ID document.

The YOAC may not be accepted as a transit visa by the authorities of a third country. It is the responsibility of the IF or the respective individual to ensure they obtain the appropriate transit visa.

NYOGOC will inform the governments and immigration authorities across the world of the above policies through the Chinese diplomatic missions abroad, and will notify the world's major international airlines and transit airports through the International Air Transport Association (IATA) and its publication "*Travel Information Monthly (TIM)*" in early 2014.

4.2 Exceptional Cases

4.2.1 YOAC not received or lost before departure to China

For those who have been accredited but not received YOAC before their departure to China, IFs may contact with NYOGOC IF Services to acquire invitation letter which can be used for visa application via Chinese embassy.

4.2.2 When entering China without holding a PVC

For the foreign accredited people (with an exception of NYOGOC staff) who have passed the background check and visa check, when entering China without holding a PVC, they can apply for the Port Visa using the invitation letter issued by the NYOGOC.

4.2.3 Passport Changed after Being Accredited

If a participant changed a passport after he/she has been accredited and the new passport number is different from that printed on the PVC, he/she will be requested to show both the new and the old passports when entering China. If the old passport cannot be shown, the participant will need to provide a photocopy of the personal information page of the old passport.

Note: YOAC can only be served as entry visa into China. Participants will be required to go through normal immigration procedures including filling out the Arrivals/Departure Cards, Custom Declaration and Inspection & Quarantine.

5 Accreditation Services

The Main Accreditation Centre of Nanjing 2014 will provide accreditation services since 1st Jan.2014. Please refer to Chapter 1.4 for contact information.

5.1 Games-Time Services

To deliver accreditation services, NYOGOC will set up nineteen (19) accreditation facilities at Games-time, including a Main Accreditation Centre (MAC), another three (3) Accreditation Centers for dedicated client groups, and fifteen (15) Venue (or venue cluster) Accreditation Offices (VAOs).

The client groups and the services at these accreditation facilities are listed as below:

Facilities	Clients	Services
Main Accreditation Centre	All categories of accredited clients	Validation, Problem Resolution, Real-time Badging, Cancellation and Withdraw of Accreditation, Urgent Accreditation Help
IOC Hotel Accreditation Centre	Accredited personnel stay in the IOC Hotel	Validation, Problem Resolution, Real-time Badging
Youth Olympic Village Accreditation Centre	NOC delegations	Validation, Problem Resolution, Real-time Badging, Issuance of Day Pass
Media Accreditation Centre	Accredited media	Validation, Problem Resolution, Real-time Badging, Issuance of Day Pass
Venue Accreditation Offices (VAOs)	All categories of accredited clients	Validation, Issuance of Day Pass of own venue (cluster)

IF participants are strongly suggested to go to their own sport venues' Venue Accreditation Office (VAO) or the nearest VAO, and handle the validation formality.

5.2 Locations and Operational Hours of Accreditation Facilities

The locations and operation plan of the Games-time accreditation facilities are as follows:

Facility	Location	Operation Period	Operation Hours
Main Accreditation Centre (MAC)	Times Media Tower, 15, Fengwu Road, Yuhuatai District	1 January to 31 August, 2014	08:00-20:00
IOC Hotel Accreditation Centre	Nanjing Hanyuelou Hotel, 235, Jiandongzhong Road, Jianye District	5 to 28 August, 2014	08:00-22:00
Youth Olympic Village Accreditation Centre	Within Welcoming Centre at the Youth Olympic Village		24 Hours
Media Accreditation Centre	Close to the Main Press Centre (MPC), within Nanjing Olympic Sports Centre venue cluster		08:00-22:00
Nanjing Olympic Sports Centre Venue Accreditation Office (South Gate)	Nanjing Olympic Sports Centre South Gate	From the opening to shutdown of the venue.	Operation time vary depending on daily schedule of event at each venue.
Nanjing Olympic Sports Centre Venue Accreditation Office (North Gate)	Nanjing Olympic Sports Centre North Gate		
Wutaishan Venue Accreditation Office	Wutaishan		
Nanjing International Expo Centre	Nanjing International Expo		

Facility	Location	Operation Period	Operation Hours
Venue Accreditation Office	Centre		
Nanjing Sport Institute Venue Accreditation Office	Nanjing Sport Institute		
Laoshan National Forest Park Venue Accreditation Office	Laoshan National Forest Park		
Youth Olympic Sports Park Venue Accreditation Office	Youth Olympic Sports Park		
Jiangning Sports Centre Venue Accreditation Office	Jiangning Sports Centre		
Fangshan Venue Accreditation Office	Fangshan		
Longjiang Gymnasium Venue Accreditation Office	Longjiang Gymnasium		
Xuanwu Lake Rowing-Canoeing Venue Accreditation Office	Nanjing Water Sports School		
Xuanwu Lake Triathlon Venue Accreditation Office	Xuanwu Lake		
Xinzhuang Equestrian Venue Accreditation Office	Xinzhuang Equestrian Venue		
Jinniu Lake Sailing Venue Accreditation Office	Jinniu Lake		
Zhongshan International Golf Venue Accreditation Office	Nanjing Zhongshan International Golf Club		

5.3 Validation of YOACs

A YOAC becomes “valid” to access to the YOG venues only after it is activated through the process of validation at an Accreditation Center or a Venue Accreditation Office (VAO).

During the validation, the holder of a YOAC must present his/her passport or other official travel document with the number same as that printed on his/her YOAC. A YOAC cannot be validated if the data recorded in the Accreditation System is not consistent with that shown on his/her YOAC or passport. If a YOAC cannot be validated, the holder should proceed to Problem Resolution at an Accreditation Center.

5.4 Problem Resolution

The Problem Resolution service is available only at an Accreditation Center. Venue Accreditation Offices (VAOs) will not provide such service.

Under the following circumstances, a participant is required to go through the process of Problem Resolution:

- YOAC cannot be validated;;
- When a new participant is added by his/her IF;
- When a participant needs to be issued with a new card because of YOAC stolen, lost or damaged;
- When an accreditation is cancelled or needs to be withdrawn;
- Other occasions that require solving the problems related to accreditation.

Note: When a participant's personal information is wrong, it may need to modify the data in the Accreditation System. If "key information" such as names, nationality and passport number is changed, the Background Check (BGC) and Visa Check must be re-processed. Only when the above-stated checks completed, can a new accreditation be re-issued. If there is no change of any "key information", a new accreditation card can be re-printed immediately.

5.5 Withdrawal or Cancellation of the Accreditation

The IOC has the ultimate power to withdraw or cancel an Accreditation Card. In the following cases, a YOAC should be cancelled:

- If the IF or a participant from the IF violates the provisions of the *Olympic Charter*;
- If a participant breaches the code of conduct or does not comply with IOC or NYOGOC policies/provisions/regulations.
- If the IF participant is deleted or replaced by RO;

When an accreditation is cancelled, a YOAC should be withdrawn, including two means:

- Physical cancellation: When a YOAC is cancelled, it needs to be punched on the barcode at an Accreditation Center.
- System cancellation: In addition, the status of the card will be changed to "Cancelled" in the Accreditation System. Once a YOAC has been cancelled, the holder is not entitled to access to a YOG venue anymore.

However, a cancelled accreditation card may be returned to its holder after physical cancellation if the card needs to be used as exit visa.

5.6 YOAC Stolen, Lost or Damaged after Validation

Holders must keep their YOACs safely to prevent from any possible theft, loss or damage.

In case of theft, loss or damage of the YOAC, the holder must report immediately to his/her IF. The IF must report to the MAC in written form in time.

MAC will cancel the lost YOAC in the Accreditation System.

When a holder wants to be reissued with a new YOAC after the old one is stolen, lost or damaged, his IF must fill out of an *Accreditation problem-resolving sheet* and sent it after signed and sealed by an authorized person of the IF to MAC or 3 Accreditation centers by written form, fax or e-mail. After the new YOAC is reproduced, the client service will notify the IF to claim the card in MAC or Accreditation centers.

6 Supplementary Passes

In addition to YOAC, some supplementary passes will be used at Games time to meet the needs of the event operation. For IFs, the following two (2) types of supplementary passes can be applied.

- Upgrade Card
- Day Pass

6.1 Upgrade Card

Upgrade Card grants accredited participants access rights to a venue, a zone or a reserved seating (subject to seating availability). Upgrade Card is non-nominative, non-photo card without the holder's information. The front of Upgrade Card only shows the codes of the venue, the zone and the reserved seating which are access to.

Upgrade Card is only allocated to each RO/EO and will not be issued to individuals. The Event Delegate should manage the Upgrade cards carefully. An Upgrade Card is transferable among the members of the IF and also among the IFs, there is no limit on the number of times of its transfer. An end user of an Upgrade Card is required to return back the pass timely to his/her IF after use so that the pass can be circulated to the next user. The Upgrade Card is valid only when wearing with a valid YOAC.

Upgrade Cards will be mass produced by the MAC according to the quotas. IFs should keep and manage well the Upgrade Cards allocated to them at their own discretion. Under no circumstances will any Upgrade Card be replaced or reissued if it is stolen, lost or damaged once after the pass delivered to the IFs.

The Upgrade Cards for IFs fall into 2 categories according to their different access rights, as described as follows:

Different access right of Upgrade Card	The number of Upgrade Card per IF
Own Sport Venues	10
All Venues, MPC	5

The access rights of Upgrade Cards for IFs:

Upgrade Card	Venue	Zone	Stand
U	Own Sport Venues	6, BLUE	G
U	All Venues, MPC	4, 6, BLUE	G

6.2 Day Pass

Day Pass extents access rights of an accredited participant and permits its holder a temporary access to a single venue or a venue cluster and a zone or a reserved seating in a venue (subject to seating availability) on the date as indicated on the Pass. Day Pass is nominative, non-transferable and is valid only on the date as indicated on the Pass.

The Day Passes are only issued to the accredited clients in following situations:

- A person who needs to perform a temporary role in a venue or a zone requiring a different access entitlement to that already offered by his/her YOAC. In this case, the Day Pass must be worn in conjunction with the holder's YOAC. The receiving FA of the venue should file the application for the Day Pass. Only after the application has been checked and approved by the venue accreditation manager, will the day pass be issued on site.
- A person who has been accredited but not yet obtained a YOAC for lost, damaged, reissued, new accredited and some other reasons. In this case, the Day Pass can be worn alone. And the applicant may file the application for the Day Pass directly. Only after the application has been checked by the staff of

accreditation facilities and approved by the venue accreditation manager, will the day pass be issued on site.

The Accreditation centers (except for YOV), Venue Accreditation Offices and YOV Guest Centre will be responsible for managing and issuing the Day Pass. In venues without accreditation facilities, the Venue Operation Management Office is responsible for the affairs related to the Day Pass.

Each venue regulates the Day Pass according to the quota. Each venue is only allowed to distribute the Day Pass for the own venue, it has no right to issue the Day Pass for the other venue.

When claiming the Day Pass, the applicant is required to present his/her YOAC, or otherwise present a passport or other valid ID document.

7 Instruction on Completion of Application Forms

Before filling in the Application Forms, Please read the following instructions carefully and refer to Rules for Replacement of Non-English Characters (10.2), Rules for Abbreviation of Long Names (10.3).

- For the fields which need to be filled in Latin letters, please complete them in CAPITAL Latin letters “A to Z”. “PINYIN” (Romanized Chinese Mandarin) is requested when entering these fields for the participants from Chinese Mainland.
- For those fields required to be entered in Chinese Characters (if applicable), please complete them in Simplified Characters for the residents of Chinese Mainland and in Traditional Characters for the residents of Hong Kong, Macao and Taiwan.
- For those fields required to be completed in with numerals, please fill in them by Arabic numbers 0 to 9.

Complete the mandatory fields in the Application Form as required, otherwise the application cannot be saved or submitted successfully.

Please check carefully and confirm that all of the applicants’ data you entered are authentic, correct, complete and legitimate. If an applicant’s data is incorrect, incomplete or illegitimate, it may cause failure of the application.

When an offline Excel Application Form is used, please do not in any way alter the original formats of any fields in the sheet, otherwise it may cause failure of the application.

7.1 Family Name in Chinese Characters

Mandatory only for Chinese applicants. The maximum length is 25 characters.

Enter this field in Chinese characters exactly as indicated on his/her ID document which the applicant uses for YOG accreditation.

For a non-Chinese applicant, it is also recommended to offer his/her family name in Chinese characters, if any.

Note: This family name will be displayed on the back side of the YOAC. Any errors of this family name may result in problems when the participant accesses to the YOG.

Example: 张

7.2 Given Name in Chinese Characters

Mandatory only for Chinese applicants. The maximum length is 25 characters.

Enter this field in Chinese characters exactly as indicated on his/her ID document which the applicant uses for YOG accreditation.

For a non-Chinese applicant, it is recommended to offer his/her given name in Chinese characters, if any.

Note: This given name will be displayed on the back side of the YOAC. Any error of this given name may result in problems when the participant accesses to the YOG.

Example: 子健

7.3 Family Name in Latin Letters

Mandatory for all applicants. The maximum length is 25 letters including spaces.

Enter this field in Capital Latin letters exactly as indicated on his/her ID document which the applicant uses to receive accreditation and travels to China for the YOG. “PINYIN” is required for applicants from Chinese Mainland.

Note: This family name will be displayed on the back side of the YOAC. Any error of this family name may result in problems when the participant enters to China and accesses to the YOG.

Example: GREEN or ZHANG

7.4 Given Name in Latin Letters

Mandatory for all applicants. The maximum length is 25 characters including spaces.

Enter this field in Capital Latin letters exactly as indicated on his/her ID document which the applicant uses to receive accreditation and travels to China for the YOG. “PINYIN” is required for applicants from Chinese Mainland.

Note: This given name will be displayed on the back side of the YOAC. Any errors of this given name may result in problems when the participant accesses to the YOG.

Example: ALEXANDER or ZIJIAN

7.5 Preferred Family Name

Non-mandatory. Only for non-Chinese applicant with a preferred family name which is different from that shown on the ID document. The maximum length is 25 characters including spaces.

Note: This preferred family name will be displayed on the front side of the YOAC. If the preferred family name is not provided, the family name shown on the passport will be displayed on the YOAC.

Example: JAMES

7.6 Preferred Given Name

Non-mandatory. Only for non-Chinese applicant with a preferred given name which is different from that shown on the ID document. The maximum length is 25 characters including spaces.

Note: This preferred given name will be displayed on the front side of the YOAC. If the preferred given name is not provided, the given name shown on the passport will be displayed on the YOAC.

Example: BOB

7.7 Gender

Mandatory for all applicants. Please select the appropriate option.

Example: M

7.8 Nationality

Mandatory for all applicants.

The nationality is the county or administrative region that issued the applicant's ID document.

If an applicant has more than one nationality, please make sure to enter the nationality shown in the applicant's ID document which is to be used for traveling to China for the YOG.

Example: THA

7.9 Country/Region of Birth

Mandatory for all applicants.

Enter the country/administrative region in which the applicant was born.

Example: CHN – People's Republic of China

7.10 Date of Birth

Mandatory for all applicants.

Enter the date in the format “DDMMYYYY”. This date must be the same as that appears on the applicant's ID document which is used for accreditation and traveling to China for the YOG.

Example: 04051998 (i.e. 4 March 1998)

7.11 Type of ID document

Mandatory for all applicants.

The acceptable ID documents are listed as follows:

- Passport: For non-Chinese applicants and overseas Chinese who do not have a Chinese ID Card.

- Chinese ID Card: For applicants from Chinese Mainland only.
- Entry Permit for HK & Macao Resident: Only for applicants from Hong Kong, China and Macao, China.
- Entry Permit for Taiwan Resident: Only for applicants from Chinese Taipei.
- ID Card for Chinese Military Forces: Only for personnel from Chinese military forces.

Example: Passport

7.12 Number of ID Document

Mandatory for all applicants.

Fill in the field with the number printed on the ID document used for accreditation and traveling to China for the YOG.

Note: This number will be displayed on the back side of the YOAC and will be checked at Chinese border control point. Any error of this number may result in problems when the participant accesses to the YOG.

Example: AM1234567

7.13 Expiry Date of ID Document

Mandatory for all applicants.

Fill in the field in the format “DDMMYYYY”. The expiry date must be as exactly the same as that shown on the ID document used for accreditation and traveling to China for the YOG.

The ID document must be valid AT LEAST before 31 December 2014. If the ID document becomes expired before 31 December 2014, it may cause rejection of the visa check.

Example: 18092016 (i.e. 18 September 2016)

7.14 Responsible Organization

Mandatory for all applicants. For applicants of IF categories, the IF is the Responsible Organization. Select the applicant's IF from the pull-down menu.

Note: The name of the Responsible Organization will be displayed on both sides of the YOAC.

Example: INTERNATIONAL JUDO FEDERATION

7.15 Function/Title

Mandatory for all applicants.

Select the appropriate Function/Title in the pull-down menu.

Note: The Function/Title of the applicant will be displayed on both sides of the YOAC.

Example: IF REPRESENTATIVE

7.16 Sport/Discipline

Mandatory for IF Representatives, Event Delegates and IF Guests. Select from the pull-down menu the sport or discipline that above people will take part in.

Example: BASKETBALL (BK)

7.17 Name of the Person to be Accompanied

Mandatory for applicants to be accredited as “Accompanying Guest”.

Enter the family name and given name of the person who is entitled to invite the accompanying guest. The names must be exactly the same as that shown on the ID document of the person who is accompanied.

Fill in this field in Chinese characters for Chinese applicants or in Capital Latin letters for non-Chinese applicants. The maximum length is 50 characters including spaces.

Example: MAHMAD ABUDULA AZARUDDEEN

7.18 Permanent Address

Mandatory for all applicants.

- **Country/Administrative Region**

Enter the country or region of the applicant's permanent residence.

Example: UNITED STATES OF AMERICA

- **Province/State**

Enter the province or state of the applicant's permanent residence.

Example: CALIFORNIA

- **City/County**

Enter the city or county of the applicant's permanent residence.

Example: SAN FRANCISCO

- **Street Name and the Number**

Enter street name and the number of the applicant's permanent residence. For residents of Chinese Mainland, the detailed address printed on their ID Cards is required. For applicants from other countries or regions, the detailed address of permanent residence is required.

Example: 100 GRANT AVENUE AND CALIFORNIA STREET

7.19 Current Address

Mandatory for all applicants.

For applicants whose current address is different from the permanent address, enter the address where the applicant currently resides.

If the applicant resides in the permanent address, Select the "Same as the Permanent Address" .

Other requirements are the same as those described in "7.18 Permanent Address".

7.20 Number of Telephone or Cell Phone

Non-mandatory. However it is recommended that IFs provide applicants' numbers for emergency contact.

The number should be provided as:

Country Code + City Code + Telephone Number (For telephone), or

Country Code + Cell Phone Number (For cell phone)

Example: + 24 20 4232 6808

8 Photo Acceptance Criteria

8.1 Announcements

Photos are mandatory for all applicants. The YOAC cannot be produced without an appropriate photograph of the applicant. All photos should be digital and no paper photos will be accepted. About the submission of an applicant's photo, please refer to Section 3.5 in *this Manual*.

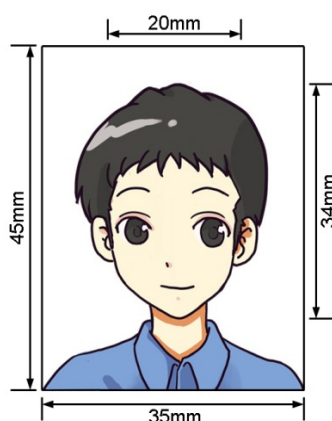
8.2 Requirements of Photography

- The photo should be in color and taken within the last six months to reflect the applicant's current appearance;
- The applicants should be in front of plain white background while being taken a photo and with good contrast against the individual's wearing. If the applicant needs to be in white for religious reasons, the background can be light blue;
- Do not wear a hat, scarf, hair-band or sunglasses, unless for religious or medical purpose;
- The photo should be taken in front view, with both eyes and ears visible;
- The photo should be clear, unprocessed, without any stain or damage.

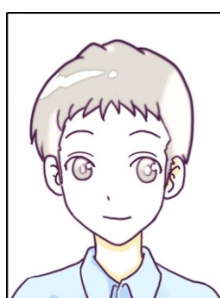
8.3 Format and Size of Images

- The applicant should save the digital image in the format of .JPG or .JPEG.
- The size of the digital image is required as 35mm*45mm and the file size between 50kb and 1024kb.

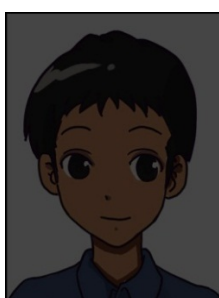
8.4 Sample Images



Unqualified Sample Images:



Overexposure



Underexposure



Sunglasses



Headgear

Unqualified Sample Images:



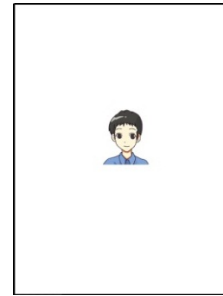
Profile



Eyes Closed



Daily life Photo



Too Small



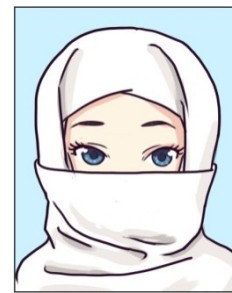
Shadow over the face



Unclear



Damaged Photo



Masked

9 Codes and Pictos

9.1 Category

Category	Picto
IF	IF 国际单项体育联合会
IF G	IF G 国际单项体育联合会宾客

9.2 Sports/Discipline Code

Sports/Discipline		Code	Sports/Discipline	Code
Aquatics	Diving	DV	Wrestling	WR
	Swimming	SW	Badminton	BD
Gymnastics	Athletics	AT	Tennis	TE
	Artistic Gymnastics	GA	Rowing	RO
	Rhythmic Gymnastics	GR	Canoeing-Kayak	CA
Modern Pentathlon		MP	Triathlon	TR
Fencing		FE	Equestrian	EQ
Boxing		BX	Cycling	CY
Taekwondo		TK	Hockey	HO
Weightlifting		WL	Rugby	RU
Basketball		BK	Beach Volleyball	BV
Table Tennis		TT	Sailing	SA
Football		FB	Golf	GO
Handball		HB	Archery	AR
Judo		JU	Shooting	SH

9.3 Zone Code

Code	Description	Access Rights
BLUE	Field of Play and Competition Areas	Field of Play and Competition Areas and Operational Areas (Back of House) and General Circulation Areas (Front of House)
RED	Operational Areas	Operational Areas (Back of House) and General Circulation Areas (Front of House)
2	Athletes' Preparation Areas	Athletes' Preparation Areas
4	Press and Broadcast Areas	Press and Broadcast Areas
6	Guest Areas	Guest Areas
R	Residential Zone in the Youth Olympic Village	Residential Zone, Square Zone and Operation Zone in the Youth Olympic Village

9.4 Stand Code

Stand	Code
Guest Stand	G
Sport Stand	S
Media Stand	M

9.5 Transport Privilege

The accredited members of NOCs are entitled to respective transport services during the YOG. More information will be provided by NYOGOC in due time.

9.6 Privilege of Access to YOV Dining Hall



The picto displayed on the YOAC, which comprises a knife and a fork, will grant the participant access to the Dining Hall in the Youth Olympic Village (YOV) for free-of-charge meals.

10 Appendix

10.1 Glossary of Terms and Acronyms

The table below will help IFs to understand exactly accreditation information of the YOG Nanjing 2014.

Term	Definition/Explanation
Accreditation (ACR)	The process of registering, producing, distributing and validating the Youth Olympic Accreditation Card that grants the holder access rights and other entitlements for Nanjing 2014.
Accreditation Facilities	Main Accreditation Centre, Accreditation Centres and Venue Accreditation Offices (VAO) set up by NYOGOC to provide accreditation service for all clients. See Chapter 5 of this manual.
Responsible Organization (RO)	An organization officially recognized by the IOC, acting as the interlocutor between the YOG participants and NYOGOC, responsible for the conduct of ACR affairs the administrative tasks directly related to the YOG, including IOC, NOC, IF and NYOGOC.
Accreditation Contact Person	Person designated by RO, responsible for accreditation works of its own organization.
Client Registration Process (CRP)	The timelines and work process used to identify, coordinate and implement the different tasks and activities which must be undertaken to ensure all accredited YOG client groups are registered prior to the YOG to enable them to participate and perform their duties at the YOG.
Accreditation Chart	A table of access rights and entitlements developed by the IOC, according to which the client groups are granted entitlements and privileges. See Chapter 2 of this manual.
Online Accreditation	A Web-based real-time application of the Nanjing 2014 Accreditation System, by which a Responsible Organization (RO) is able at real-time to complete application(s) for accreditation in the interface of the Accreditation System and submit the application (s) to NYOGOC through internet. See Chapter 3 of this manual.
Offline Accreditation	An Excel-based application of the Nanjing 2014 Accreditation System, by which a Responsible Organization (RO) may fill in the forms on a local computer and send the completed form and relevant documents back to NYOGOC through email or via express mail. See Chapter 3 of this manual.
Application Forms for Accreditation	Forms distributed by NYOCOG in web-based or Excel-based format and to be completed by each member of a Responsible Organization (i.e. IF) in order to collect and submit accreditation application for the Nanjing 2014 YOG. All AfAs used in the Nanjing 2014 YOG will be electronic format and paper forms are not available.
Function/Title	The population or job title to which entitlements and privileges are attached.
Notification and Acknowledgement of Authorised Representatives of Responsible Organisations (NARRO)	A document defines the conditions under which a Responsible Organization (RO) can raise an application for accreditation and whereby the RO declares that it agrees to comply with the provisions of the Olympic Charter and agrees to take the responsibilities as described in this document. Also see Section 3.5 of this manual.
Confirmation Sheet for the Submission of Accreditation Application	Necessary document submitted together with accreditation application by a Responsible Organization, which includes batch number, number of applicants and date etc.
Accreditation Status Report	Report which contains the essential accreditation information and sent out by NYOGOC to each Responsible Organization for final confirmation before YOACs are produced.
Venue Code	Alpha codes created by NYOCOG to represent its specific venues (or venue

Term	Definition/Explanation
	clusters) that are displayed on a YOAC.
Sports Code	Two alpha codes represent sports/discipline, which allow holders to access competition and training venues that are displayed on a YOAC. Also see Chapter 9 of this manual.
Zone Code	Numerical codes (2, 4 and 6), color blocks (Blue, Red) and alphabet code (R) set by the IOC to represent the designated access areas within a venue that are displayed on a YOAC.
Seating Entitlements	The entitlement provided by the IOC and NYOGOC, which grants a person access to reserved seat in competition venues for watching events without ticket. Also see Chapter 9 of this manual.
YOV Dining	The picto displayed on the YOAC, which comprises a knife and a fork, grants the participant access to the Dining Hall in the Youth Olympic Village (YOV) for free-of-charge meals.
Youth Olympic Accreditation Card (YOAC)	A personalized card granted by the IOC through NYOGOC, which confers on its holder the right to attend Nanjing 2014. It establishes the identity of the holder, grants access rights and other entitlements to the card holder, and serves as an entry visa into China together with a passport or other valid travel document.
Upgrade Card	Temporary accreditation card to give an accredited person additional access entitlements, including venue access, zone access and seat access. Also see Chapter 6 of this manual.
Day Pass	Temporary accreditation card issued to an accredited person requiring different access entitlements to those on his/her accreditation card. Also see Chapter 6 of this manual.
Guest Pass	Temporary access pass grants to non-accredited persons who need to enter the YOY. Also see Chapter 6 of this manual.
Supplementary Access Control Devices(SACD)	Access devices approved by the IOC such as vest, armbands or bibs which used by special accredited clients to access certain sessions, zones and ceremonies in addition to YOAC.
Validation	The process of changing the accreditation status from pre-valid to activated. Only when a YOAC is activated, can it become “valid” to allow access to the YOG venues.

10.2 Rules for Replacement of Non-English Characters

The names of applicants from non-English speaking countries/regions might include some non-English letters that can neither enter nor be recognized correctly by the Accreditation System and thus need to be replaced with similar English letters.

The rules for replacement of the commonly used non-English letters with English letters are shown as below:

Original Non-English Characters	Replaced by
À Á Â Ã Ä Å Æ à á â ã ä å æ	A
Æ, æ	AE
Ç Ć Ĉ Ċ ċ ċ ċ ċ ċ	C
Đ Đ, đ đ	D
È É Ê Ë, è é ê ë	E
Ĥ Ĥ, ĥ ĥ	H
Ì Í Î Ĭ, ì í î ĭ	I
Ł, ł	L
Ñ Ñ Ñ Ñ, Ñ ñ ñ ñ	N
Œ, œ	OE
Ö Ó Ô Õ, ò ó ô õ ö ö	O
Ø, ø	O
Þ, þ	P
Û Ü Ů Ů, ù ú û ü	U
ß	SS

10.3 Rules for Abbreviation of Long Names

The maximum length of both the family name and the given name, accepted by the system, is 25 letters. When the name of the applicant surpasses 25 letters, the system will accept and save only the first 25 letters, with the rest part automatically abbreviated and not shown on the YOAC.

For example, the family name “DOS SANTOS GONCALVES CORREIA” (28 characters in total) and the given name “MARIA DO CARMO” (less than 25 characters) will be displayed on the YOAC as “MARIA DO CARMO DOS SANTOS GONCALVES CORR”, with the letters “EIA” omitted.

In another case,, the family name “KATTIMATHARI SARI BAKALINATIN” (more than 25 characters) and the given name “PUTTUTHAMADILIKA MARIDISRALI” (more than 25 characters) will be displayed as “PUTTUTHAMADILIKA MARIDISR KATTIMATHARI SARI BAKALIN” on the YOAC, with letters behind the 25th letter both in the family name and the given name omitted.



分享青春 共筑未来
Share the Games Share our Dreams

Nanjing Youth Olympic Games Organising Committee

Address: 228-1, Yangtze Avenue, Nanjing, China

Post Code: 210019

Website: <http://www.nanjing2014.org>