

Chapter 3: Credentialing

3.1 FUNCTIONAL GOAL

3.1.1 Functional Goal

The official identification for the SOWWG PyeongChang2013 is a valid credential, which will display information on the entitlements and zone access allowed to everyone attending the Games.

The credential is only valid for its assigned bearer and must not be given away or transferred to other individuals. Access to a venue or zone will only be granted to those wearing the correct credentialing pass. Access Control Monitors will be in operation at all venues where there is a change of zone and the GOC will notify persons concerned.

Delegations will receive by post their official Games credential in December 2012. The GOC kindly asks all Delegations to wear their credential when they arrive in Athens for the Games.

3.2 Credentialing Policies

3.2.1 Displaying Credential

All credentialed Games participants must wear and clearly display their credential at all times. Access to zoned areas of any venue will be denied to those not displaying the correct access rights.

3.2.2 Assignment of Credentialing Entitlements

Entitlements for the SOWWG PyeongChang2013 are assigned by the GOC in consultation with Special Olympics headquarters, and awarded in accordance with the role of a specific group or individual during Games time.

Entitlements for accredited participants include venue access, zone access within the named venues, hospitality and transport. Entitlements do not include tickets to receptions or ceremonies.

Venue access will be granted to those wearing the correct credential. Under normal circumstances, only officials and coaches will be allowed to enter the field of play (as well as individuals authorized by the GOC). The credential holder also has access to the type of transportation service as displayed on the pass.

3.2.3 Issuing Credentials

Credentials will only be produced and issued to Games participants after all required information for that participant has been received, reviewed for accuracy, entered into the Games Management System (GMS) and verified.

3.2.4 Re-issuing Credentials

Credentials will be re-issued in only three circumstances:

1. If the credential has been lost or stolen and once the identity of the participant has been confirmed. The lost or stolen credential will be annulled upon re-issuing. The relevant HOD will be notified of the case, so that he/she may take further precaution measures.
2. If the credential is incorrect in some way, it will be re-issued once the identity of the participant has been confirmed and the incorrect information has been corrected and verified by the credentialing manager/team leader. Staff members of the Credentialing Center will retrieve the incorrect credential. The GOC may require participants to go to Credentialing Center and change their credential should it determine that such credential is incorrect.
3. If the credential is damaged by accident and once the identity of the participant has been confirmed.

During the Games, the GOC will operate three (3) re-credentialing centers,

- one in Alpensia Village (Main Credentialing Center)



- one at Gangneung Venue
- and one at the Yongpyeong Venue

The re-credentialing centers will be able to produce all types of credentials.

3.2.5 Legend on Credentials

Special Olympics Programs categories and functions:

- Aa : Athletes
- Aa : MATP Athletes
- Au : Unified Partners
- Ah : HOD and A-HOD
- AHc : Head Coach
- Ac : Coach
- As : AS Staff
- GUE : Program Guest (Program Board Members, Program CEO/President, Program Donors, Sponsors, Dignitaries and Celebs)
- PRO : Program Staff, Volunteer
- FAM : Families

In appendix 3.4 you may find the Credential Guide, which includes all categories and functions from all Organizations, as well as the access entitlements for each category.

3.2.6 Revoking Credentials

In the event of a breach of the Games' policies or a violation of the laws and regulations of KOREA, a credential can be revoked at the discretion of the GOC.

3.3 Access Control

Signage of access control entitlements will be placed in visible positions at the entry points of all venues and specific areas displaying the right entitlements to enter.

Access to venues and specific areas within venues will be controlled by venue codes and zone colors on the credential. To gain entry to a particular location the information on the bearer's pass must match the requirements for that location

3.3.1 Venue Access

As an established practice, each SOWWG PyeongChang2013 venue will be identified by a three letter code. The relevant venue codes will appear on the credential to reflect the access requirement for that individual. Three universal codes are in use for the SOWWG PyeongChang2013 :

1. C = All competition venues
2. O = All other venues (except Main Media Center)
3. A = All accommodation venues

To ensure the safety of all delegates these codes are highly restricted and will be allocated on an as needed basis at the discretion of the GOC.

3.3.2 Zone Access

The GOC will divide each competition venue into different colored zones for the security and smooth operation of the Games.

- White Zone

The White Zone is the zone available to the general public. Credential is not required for access, but some groups will be required to produce a credential to access reserved seating areas.

- Red Zone

The Red Zone is defined as the 'back of house' or operational area of the venue. This area will be off limits to anyone not in possession of valid credential. The general public will not have access to this area.

- Blue Zone

The Blue Zone is the athlete area of the venue and will be restricted to delegates in possession of valid credential. The general public and the majority of volunteers and staff will not have access to this area.

Please note: Blue Zone access implies that you also have access to the Red and White Zones.

3.4 Appendix

Group	Code	Color	Photo	Zone Access	Venue Access	TransPortation
Program						
Athletes	Aa	Purple	Yes	Athlete Area	Sport Icon	T4
Unified Partners	Au	Purple	Yes	Athlete Area	Sport Icon	T4



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HOD	Ah	Purple	Yes	Athlete Area	C	T3,T4
A-HOD	Ah	Purple	Yes	Athlete Area	C	T3, T4
Head Coach	AHc	Purple	Yes	Athlete Area	Sport Icon	T4
Coach	Ac	Purple	Yes	Athlete Area	Sport Icon	T4
AS Staff	As	Purple	Yes	Athlete Area	C	T4
Program Director/Board Chair	GUE	Purple	No	Public Area, 5	NA	T4
Program Guest	GUE	Purple	No	Public Area,	NA	
Program Staff, Vol, Board	PRO	Purple	No	Public Area	NA	
Families	FAM	Purple	No	Public Area, 4	C	
GOC						
Staff	GOC	Green	Yes	Note 1	Note 2	Note 3
Board	GOC	Green	Yes	Public Area, 5	C	T2
Guest	GUE	Green	Yes	Public Area, 5	C	Note 3
Volunteer	VOL	Green	Yes	Note 1, 4	Note 2	T4
DAL	DAL	Green	Yes	Athlete Area	C	T2, T3, T4
Sponsor	SPN	Green	Yes	Public Area, 5	Note 2	Note 3
International Official	OFC	Green	Yes	Athlete Area	Sport Icon	T2
Officials	OFC	Green	Yes	Athlete Area	Sport Icon	T2
GMS Support	OFC	Green	Yes	Athlete Area	C	T2
Healthy Athletes Vols	VOL	Green	Yes	Operational Area, 3	O	T4
Torch Run	GOC	Green	Yes	Public Area		T4
MATP Athletes	GOC	Green	Yes	Athlete Area		
Venue Staff/Vendors	GOC	Green	Yes	Note 1	Note 2	NA
SOI						
Staff	SOI	Yellow	Yes	Athlete Area	C,A,O	T2
Board	SOI	Yellow	No	Public Area, 5	C	T2
Guest (All Star Fans)	GUE	Yellow	No	Public Area, 5	C	Note 3
Guests (MVPs)						
Global Messengers)	GUE	Yellow	No	Public Area, 5	C	T2
Sponsor	SPN	Yellow	No	Public Area, 5	C	T2
Observer	OBS	Yellow	Yes	Operational Area	C, O	T2
SOI Consultants	SOI	Yellow	Yes	Note 1	Note 2	T2
Technical Delegates	SOI	Yellow	Yes	Athlete Area	C	T2
Documentation	SOI	Yellow	Yes	Public Area, 6	C, O	T2
Media						
Journalist	MDA	Orange	Yes	Public Area, 6	C	T4
Photographer	MDA	Orange	Yes	Public Area, 6	C	T4
Broadcaster	MDA	Orange	Yes	Public Area, 6	C	
Webcast	MDA	Orange	Yes	Public Area, 6	C	T4

Zone Legend

Public Area – White/ Athlete Area – Blue/ Operational Area – Red/ Volunteer Hospitality – 3
Family Hospitality – 4/ Guest Hospitality – 5/ Media - 6

Venue Access

A = All Accommodation Venues/ C = All Competition Venues/ O = All other venues (H/A, SO Town, etc.)

Transport:

T1= A dedicated vehicle and driver/ T2= Motorpool or Shared Vehicle

T3= Delegation Only Transport/ T4= InterVenue Shuttle (Not including Accommodation Venues)