



Accreditation Manual

12th
SOUTH ASIAN
GAMES **2016**

5th-16th FEBRUARY, GUWAHATI & SHILLONG
INDIA

PLAY FOR PEACE, PROGRESS & PROSPERITY

12th
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GAMES **2016**

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1. Introduction

1.1. Purpose of this Guide

The 12th South Asian Games Accreditation Manual has been formulated by the Organising Committee - 12th South Asian (OC-SAG) to ensure the accreditation of eligible personnel with Accreditation Card, allowing them access to specific zones to perform their official functions. This manual also contains detailed provisions on accreditation process including the production, issuance and the categories of Accreditation Cards, as well as its valid terms and range of use. It aims at facilitating work of the participating countries and regions as well as relevant organizations. In addition, this manual provides practical guidance for the OC-SAG in its preparatory work for the 12th South Asian Games.

The 12th South Asian Games Accreditation Manual explains in detail accreditation and distribution procedures and usage of the Accreditation Card.

The 12th South Asian Games participants include amongst other groups of individuals - workforce, security, media, athletes, officials and guests, etc.

The purpose of Accreditation is to ensure that only people who need to be in an area are there.

The Accreditation team will issue to each person a Card indicating identity (who they are) and access entitlements (where they can go). Without this Card, a person will not be able to enter any accredited 12th South Asian Games site or a particular zone within that site.

The Organising Committee - 12th South Asian Games(OC-SAG) will issue Accreditation Cards to all official 12th South Asian Games participants who have completed the designated accreditation procedures.



1.2. Glossary

Relevant terminologies are defined in the following table with detailed explanations.

Term	Definition
Accreditation	The process of registering, producing, distributing and validating the 12 th South Asian Games Accreditation Card that permits the holder access rights and other privileges for the 12 th South Asian Games.
Accreditation Card	A personalized card issued by OC-SAG, which confers on its holder the right to attend the 12 th South Asian Games. It establishes the identity of the holder, identifies the access rights and other privileges of the Card holder.
Accreditation Centre	A facility established by OC-SAG to provide accreditation services for participants.
Accreditation Application	Distributed by OC-SAG, the Application form attached along with relevant data in excel format is to be submitted by the responsible organizations in order to be accredited for the 12 th South Asian Games.
Badging	The process of issuing an Accreditation Card
Category	Group of accredited persons based on the similarity of their Olympic roles, and therefore allocated similar access and other privileges.
Code	A system of letters, numbers or symbols and their association with a particular organization, precinct, venue, zone or other privileges or criteria, designed to ensure that such variables are always identified by an agreed set of terminology.
Accredited Group	People entitled to receive accreditation in the indicated category.
Entitlement	Entitlements which are determined by the cardholder's Games functions assigned to accredited persons, include venue access, seat reservation, transport services, etc.
Reserved Seats	Indicates relevant reserved seating in competition venues for accredited persons.
Upgrade Cards	A transferable card that usually entitle the accredited person additional access entitlement.
Transport Codes	The alpha numeric codes used by OC-SAG on the Accreditation Card to indicate transport privileges.
Validation of NVPs	The process of changing the accreditation status of an individual's Non-Validated Pass into a "validated" Accreditation Card.
NVP	The NVP will be converted into an Accreditation Card after validation at Accreditation Centre at Guwahati Airport. Non Validated Pass is a pre-validated accreditation card issued by OC SAG after receiving data as per prescribed format.
Zone	Designated access areas within a venue.
Zone Codes	Codes used to represent the designated access areas within a venue that are printed on an Accreditation Card



1.3. Accreditation Overview

Introduction

The purpose of accreditation is to identify people and their roles during the 12th South Asian Games and allow them necessary access to perform their roles.

- ❖ Accreditation is not an external sign of a privileged status but is a necessary working tool to manage the large numbers of people participating during the 12th South Asian Games, facilitating their movements in a safe and flexible way.
- ❖ To ensure that only appropriately qualified and eligible people are entitled to participate in or perform official games function during the 12th South Asian Games
- ❖ To limit participant's access to areas they need to go to perform their official Games function and keep unauthorized personnel out of secure zones.
- ❖ To ensure that Games participants reach their work areas in a safe and orderly way.

Accreditation Card

The Accreditation Card has two functions:

- Wherever applicable, together with a valid passport or other valid travel document, the Non Validated Pass (pre-validated accreditation card) will act as a visa to India from 1st February to 18th February, 2016.
- Once validated, the Accreditation Card is the official identity credential granting the card holder access to certain venues and venue zones during Games time.
- OC-SAG is responsible to determine the persons entitled to an Accreditation Card and set the conditions for its granting and issuance.
- The OC-SAG grants the right to an Accreditation Card to all people who have a recognized official Games function to perform during the 12th South Asian Games. It is the duty of OC-SAG to produce and deliver the cards to the entitled persons.
- An Accreditation Card is not to be granted in lieu of a "free pass" or "event ticket".





Accreditation Matrix

The accreditation matrix lists in detail all accreditation categories and, for each category, the list of eligible persons and their respective access, rights and privileges of the responsible organization.

1.4. Timeline

Application forms will be sent to all Stakeholders from 15th December, 2015.

Last date for receiving all data for accreditation will be 10th January, 2016.

NVPs will be sent to the NOCs from 20th January, 2016 after all details have been checked and cleared by the concerned agencies.

Applications received after Deadline

The Accreditation application received after 10th January, 2016 will not be issued the NVPs as per the schedule.





1.5. Master Schedule

Deadline	Action	Responsible Organization
15.12.2015	Distribution of the Accreditation Manual for the 12 th South Asian Games and accreditation forms.	OC-SAG Accreditation FA
10.01.2016	Deadline for the submission of the Accreditation application forms • <i>OC-SAG Accreditation Team highly recommends all responsible organizations to submit the application forms as per the Accreditation system and attached Excel Format</i>	Responsible Organization
20.01.2016	Distribution of NVPs to responsible organizations	OC-SAG Accreditation FA
01.02.2016 to 18.02.2016	Valid term of the 12 th South Asian Games Accreditation Card to access venues	OC-SAG Accreditation FA
02.2.2016 to 5.02.2016	Holding Delegation Registration Meetings (DRMs) with NOCs	OC-SAG Accreditation FA NOCs
01.02.2016 to 17.02.2016	Operation of Accreditation Centers	OC-SAG Accreditation FA
01.02.2016	Commencing validation process of NVPs	OC-SAG Accreditation FA
05.02.2016	Opening Ceremony of the 12 th South Asian Games - Guwahati	OC-SAG
06.02.2016	Opening Ceremony of the 12 th South Asian Games - Shillong	OC-SAG
16.02.2016	Closing Ceremony of the 12 th South Asian Games	OC-SAG
Post Games	Submission of the Official Report of the Accreditation operations and statistical data	OC-SAG Accreditation FA



2. Accreditation Card

2.1. 12th South Asian Games Access Device and Their Function

An Accreditation Card has two functions: it functions as a NVP which will act as a temporary visa to be used in conjunction with a valid passport or other valid International travel documents, allowing the Accreditation Card holders to enter India; and (after it has been validated) it demonstrates the card holders' Games time venue access entitlements, allowing them Games-time access to specific zones to carry out their duties.

2.2. Validity of Accreditation

The Accreditation Card for the 12th South Asian Games are valid from 1st February to 18th February, 2016.

2.3. Accreditation Card Specifications

Size: The size of the Accreditation Card is 10 cm x 15 cm. Basic information of the card holder should be shown on both sides of the Card.

Language: The language used on the Accreditation Card is English.

Main information shown on Accreditation Card

An Accreditation Card will contain the following main information:

- The official logo and name of the 12th South Asian Games;
Accreditation category represented by capital English letter(s) against a coloured background;
- The Card shall carry a recent (not older than six months) coloured photograph of the holder;
- Both sides of the Card shall show relevant personal information of the holder (including name, Games function, and responsible organization, etc.);
- Various codes verifying venue and zone access entitlements of the Card holder and transport services to which she/he is entitled;





Sample Accreditation Card

12th South Asian Games 2016



F

T3

NAME

CATEGORY

SPORTS

COUNTRY



I
I
I
I

Barcode

1

2

3

4

5

6

APPS

Venues



3. Supplementary Access Devices

Supplementary Access Devices

Supplementary Access Devices are issued for the purpose of supplementing access to those functions that are not covered by the Accreditation Card. These devices are designed to manage access into the specific areas within the competition venues.

Supplementary Devices will be provided by OC-SAG Accreditation FA, but will be issued to approved individuals by the relevant Functional Areas.

List of all Supplementary Access Devices

S. No.	Type of Supplementary Access Device	Description
1	Wristbands	For Ceremony Performers and other staff who have Field of Play Access during Ceremony days.
2	Day Pass	A Day Pass provides access to respective competition venue/s only for a Specific Day after due process
3	Upgrade Pass	An Upgrade Pass provides access to persons that do not have access to a particular zone for a specific venue. The pass is to be worn along with the normal Accreditation Card
4	Bibs	For Press and Broadcasters - when worn with the Games Accreditation Card or Day Pass provides access to Field of Play (FOP) photo positions.
5	Official Photographer of OC-SAG	Will be given a unique colour Bib for easy Identification





4. Accreditation Procedures

The 12th South Asian Games accreditation procedures are as follows

Step	Explanations
1.	OC-SAG sends the Accreditation Manual and forms with the instructions to the responsible organizations
2.	Responsible organizations will distribute the Accreditation Application form to the applicants and will verify information contained in the completed application form.
3.	Responsible organizations will submit the completed Accreditation Application forms and the Accreditation excel sheet before the deadline set by OC-SAG.
4.	Completeness and accuracy of information contained in accreditation application materials are verified jointly by OC-SAG and relevant responsible agencies.
5.	Non Validated Passes are produced by OC-SAG for eligible personnel after verification from the responsible agencies.
6.	OC-SAG will send the Non Validated Passes to the respective NOCs via Post / Courier.
7.	Responsible organizations will distribute Non Validated Passes to accredited personnel under their management.
8.	The accuracy of relevant application materials and eligibility of the applicants to participate in the Games are re-verified by OC-SAG in cooperation with the responsible agencies.
9.	Card holders will carry their Non Validated Pass to India and will be Validated at the Accreditation desk at the Guwahati Airport and other Accreditation Centres.
10.	Accreditation Cards come into official use after being validated at the Accreditation Centre or Validation Desks, thus allowing the card holders to enjoy services and privileges based on the specific Accreditation Card.



4.1. Submission of Accreditation Application Forms

The deadline for submission of application is 10th January, 2016.

In any special case, where the submission of the Application form along with the relevant data in excel format cannot meet the deadline, the responsible organizations should apply to OC-SAG in writing requesting permission to submit a late application. Accreditation procedures should be followed after the request is approved by OC-SAG.

Those applicants who have submitted their Accreditation Application form after the deadline will not receive the Non validated Pass (NVP) before their arrivals in India. Consequently, they have to apply for a visa to enter India with Indian Embassy/High Commission following the normal visa application procedures.

4.2. Correction of Information in the Accreditation Application Data

In the event that any information contained in an Application form and excel sheet which has already been submitted needs to be corrected, the responsible organization concerned is advised to notify OC-SAG of the matter, and OC-SAG will confirm the correction(s) based on the Correction Confirmation Sheet duly signed or stamped by the authorized representative of the responsible organization.

4.3. Information Verification of Accreditation Application Data

OC-SAG will start accreditation verification upon receipt of Accreditation Application forms submitted by the responsible organizations.

Each responsible organization will receive an Accreditation Status Report containing personal information, Games functions, accreditation numbers and access entitlements of all of its applicants. Responsible organizations are required to confirm information contained in the Accreditation Status Report with OC-SAG via e-mail before Non Validated Pass (NVP) can be produced for them.

The Accreditation Status Report must be duly signed by the authorized representatives of the responsible organization or stamped by the organization.

4.4. Production and Issuance of Non Validated Pass

1. A Non-Validated Pass (NVP) will be issued to the approved South Asian Games Family Members (SAGFMs) for participation in the 12th South Asian Games. Information provided in the Accreditation Application (i.e., name, DOB, parentage, nationality etc.) will be used for issuing the NVP, which will be converted into the South Asian Games Accreditation Card after their arrival into India.





2. Time Schedule for Accreditation Applications:

Start date: 15th December, 2015

Last Date: 10th January, 2016

3. After receiving the application from the NOCs, the OC-SAG will process and submit these applications to the Ministry of Home Affairs (MHA), Government of India and other agencies for security clearance/vetting.
4. The NVP issued by the OC-SAG should have a bar code compatible to be read at ICPs. The unique number generated by the Immigration system should be printed on NVP in the form of barcode for automatic cross-checking of the NVP and passport.
5. The OC-SAG and MHA would process their data in respective systems simultaneously for eligibility criteria and security aspects respectively. After processing the data in their system, OC-SAG prepares the list of applications with unique ID's once in a day for those who are eligible for issuance of NVP and allows the MHA to pick up this data.
6. The OC-SAG will submit the certified list of eligible applicants as well. The details provided by Immigration are used by OC-SAG to print the NVP's along with any other information they wish to print. However the unique ID number along with its barcode generated by Immigration system needs to be printed on the NVP for Immigration clearance.
7. The time schedule for submission of application forms (in electronic format only) on a daily basis of the participating athletes, officials, NOC delegates, SAOC members, etc. to the Ministry of Home Affairs and other agencies seeking security clearance will be as follows:

Start date: 15th December, 2015

Last date: 10th January, 2016

8. The NVPs will allow entry into India along with a valid International travel document (passport). The passport should be valid at least till 31st August, 2016.
9. The accreditation process will be in accordance to the guidelines laid down in the Accreditation Manual issued by the Organizing Committee, 12th South Asian Games.





4.5. Non Validated Pass (NVP) Validation

Introduction:

Once validated, the 12th South Asian Games Accreditation Card becomes effective, allowing the holder access to venues and zones indicated on the Card.

A validated 12th South Asian Games Accreditation Card allows the holder access to Games venues.

A Non Validated Pass (NVP) cannot be validated under the following circumstances

- The applicant fails to get a Non Validated Pass (NVP) before his/her arrival in India; or
- Information contained in the Card holder's identification document is inconsistent with the data submitted during the Accreditation Application process.

12th South Asian Games accreditation facilities include the Main Accreditation Centre, Accreditation Centres and the Airport Validation Desks. Airport Validation Desks will only provide the validation services. In the event that an applicant fails to get a Non Validated Pass (NVP), or an applicant has to apply for a new Accreditation card, he/she must visit the Main Accreditation Centre or Accreditation Centres for further processing.

4.6. Loss or Damage of Non Validated Pass (NVP) Before Entry into India

In the case of lost or damaged Non Validated Pass (NVP) before entry into India, the card holders concerned should report this to their responsible organizations, who must notify OC-SAG in a written report. Lost or damaged Non Validated Pass (NVP) will then be cancelled, after which such a Non Validated Pass (NVP) will not be re-validated under any circumstances. The applicants will need to make their own visa arrangements for entering India as per normal the Visa procedures. After their arrival in India, the applicants may visit Main Accreditation Centre or Accreditation Centres to apply for an Accreditation Card reissuance. Damaged Accreditation Card requiring corrections must be returned to the Main Accreditation Centre or Accreditation Centres before a new Accreditation Card can be issued.





5. Accreditation Facilities

5.1. The Main Accreditation Centre (MAC)

To produce and deliver Accreditation Cards to the workforce (volunteers and paid staff), contractors and venue stakeholders.

a. Media Sub-Accreditation Centre

To produce and deliver Accreditation Cards for photographers, journalists, Host Broadcaster and Media Rights Holders.

b. Technical Official Sub-Accreditation Centre (TAC)

To produce and deliver Accreditation Cards for International and National Technical Officials and Technical Delegates.

c. Athlete Sub-Accreditation Centre (AAC)

To produce and deliver Accreditation Cards for Athletes and Team officials.

5.2. The Games Family Hotel Accreditation Centre (GFH)

To produce and deliver Accreditation Cards to senior officials, International and National dignitaries and guests.

5.3. Validation and Accreditation Centre at Airport

To validate all NVPs of athletes, officials and guests on arrival to Guwahati, India at the airport Accreditation Desk or other Accreditation Centres.





6. Completing the Accreditation Application Form

Please read this information carefully before completing the Application Form. Incomplete or illegible application forms will not be processed.

Please complete the application form item by item. The following is a list of requirements for completing the Accreditation Application

Photograph

A photograph is required for all applicants

OC-SAG Accreditation Photograph Requirement

- The photographs must be taken recently (not more than 6-months old) in color with features clearly visible
- The background of the photographs should be either white or plain light blue. The boundary between the person and the background should be clearly identifiable
- Head coverings, such as caps, hats, scarves and hair band, face mask and dark-tinted glasses are not permitted in photographs except for religious or medical reasons
- The applicants should submit photographs with face square on to the camera rather than rotated or tilted with both eyes open and clearly visible.
- The photographs should be in sharp focus and clear and un-retouched with no smears or creases.
- The width and height of the photographs should be 35mm by 45mm (W*H) with the width of the head about 20mm and the length of the head about 25mm. The space between the top of the head and the boundary of the photograph should be maintained at about 4 mm with face centred and eyes looking straight at the camera

Additional Requirements for Digital Images:

- The image format should be jpg or jpeg with the image size of 413 pixels x 531 pixels (W*H) and the resolution of 300 dpi (dot per inch). The file size should be between 100 kb - 500kb.





Example of Photograph

Photograph Format

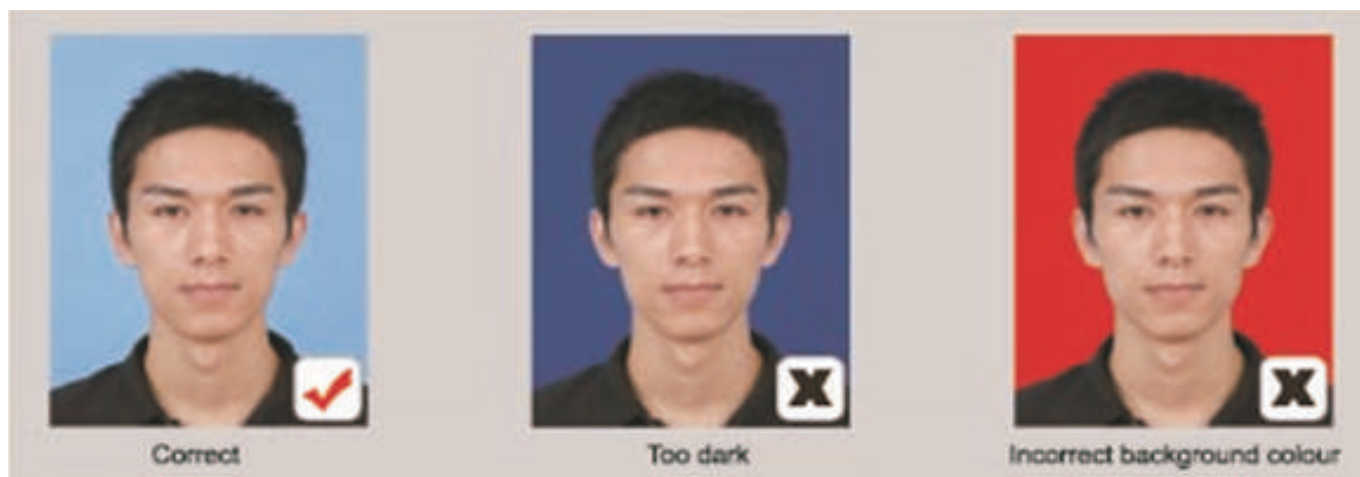
The width and height of photos should be 35mm by 45mm (W*H) with the width of the head area approximately 20mm and the length approximately 25mm. The distance between the top of the head and top of the photo should be at least 4 mm with the face centred and eyes looking straight ahead. See samples below





Background

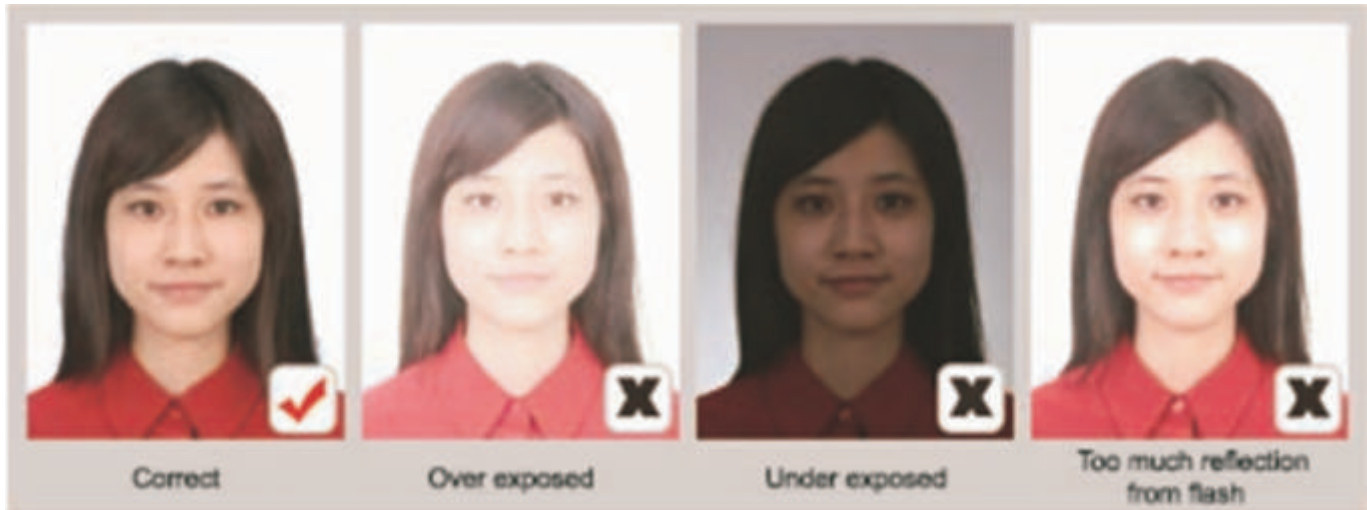
The background of the photos should be either white or light blue. The subject's head and clothing should be clearly distinguishable from the background





Lighting

The face in the photo should be complete, with a clear outline and properly proportioned with a true width and length i.e., no distortion. Lighting should be even with no shadows on the subject





Pose

Applicants should submit photographs with the face square on to the camera rather than rotated or tilted. Any rotation or tilting of the head beyond $\pm 10^\circ$ is not acceptable. A side view of the face is not acceptable





Clothing and Headwear

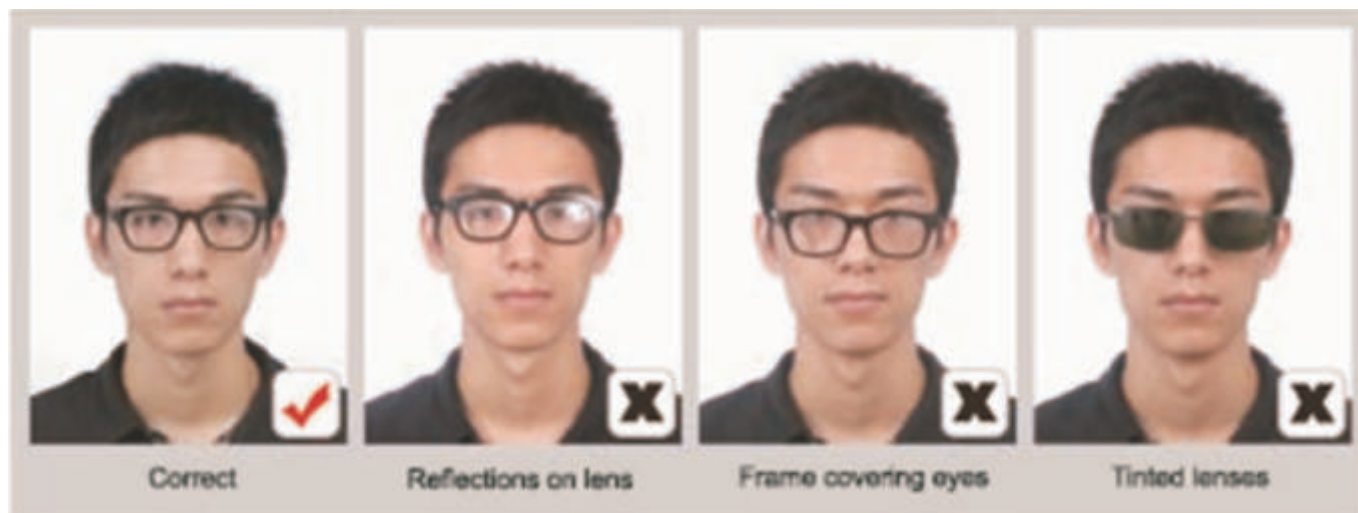
The subject should not wear any headwear including hat, cap, headbands, hair-bands or sun-glasses, unless they are for religious or medical reasons





Other Restricted Items

Tinted glasses are not permitted. The rim of the glasses should not cover the eyes. There should not be reflections on glasses. The photographs should be clear with no smear or damage.





a) Responsible Organisation

Enter the name of the Organisation the applicant represents.

b) Family Name

The applicant's family name should be entered exactly as it appears in application's travelling document or a valid identification document.

c) Given Name/s

The applicant's given name/s should be entered exactly as it appears in application's travelling document or a valid identification document.

d) Father's full Name/s

The applicant's Father's full name/s should be entered exactly as it appears in application's travelling document or a valid identification document.

e) Mother's full name

The applicant's mother's full name should be entered exactly as it appears in application's travelling document or a valid identification document.

f) Spouse Full Name/s

The applicant's Spouse full name/s should be entered, exactly as it appears in application's travelling document or a valid identification document.

g) Date of Birth

Enter the applicant's date of Birth, in the "dd-mm-yyyy" (Day-Month-Year) format. The Date of birth should be the same as the one that appears in the applicant's travelling document or a valid identification document.

h) Gender

Choose either "Male" or "Female".

i) Blood Group

Enter the applicant's blood group.

j) Country of Birth

Enter the name of the Country in which the applicant was born. The appropriate Country code must be entered.

k) Permanent Address Locality Name (i.e. Town, City, State)

Enter the complete address, including town, city and state where the applicant has a permanent residence.





l) Permanent Address Country

Enter the Country/Region where the applicant has a permanent residence. The appropriate Country code must be entered.

m) Current Address (Locality, Town, City, State)

Enter the complete address, including town, city and state where the applicant is currently residing

n) Current Address Country

Enter the Country where the applicant is currently residing. The appropriate Country code must be entered.

o) Nationality

Enter the nationality as shown in the applicants travelling document (the same travelling document's number must be entered in the field "Passport Number/Identification Card number"). The appropriate Nationality code must be entered.

p) Passport Number/Identification Card number

Enter the applicants travelling document number or the number of the valid identification document if Indian.

q) Identification Document Place of Issue

Enter the place of issue as recorded in the identification document of the applicant.

r) Issue Date of Passport/Identification Card

Enter the issue date as recorded in the travelling document of the applicant or valid identification document if Indian. The date of issue of the passport/ identification document must be earlier than 01.08.2015.

s) Expiry Date of Passport/Identification Card

Enter the expiry date as recorded in the travelling document of the applicant or valid identification document if Indian. The date of expiry must be later than 31.08.2016.

t) Function

Choose the Function which best corresponds with the applicant's official duties at the 12th South Asian Games.

u) If Accompanying Guest is selected, whom are you accompanying? (If applicable)

Enter the First Name and Family name of the Host, the applicant will be accompanying to the 12th South Asian Games.

v) Sport/Discipline (If applicable)

Choose the Sport/Discipline the applicant represents.

w) Competition Venue (If applicable)

Enter the Competition Venue/s the applicant will be required to be present at.





Organizing Committee - 12th South Asian Games 2016 Accreditation Card Application Form

Please fill in the BLANK boxes in English only

F

<i>*means Required field</i>		<div>1. No polish, stain and damage. Recent photo not older than 6 months</div> <div>2. The colour of clothing and background must be distinct in white background</div> <div>3. No hats, turbans, sunglasses etc. except religious, medical and other special reasons</div>		Recent Passport Photo
*Country / Responsible Organization				
*As shown on Passport / Identity				
*Family Name (Capital Letters)				
*Given Name				
*Father's Name		*Type of ID Document <input type="checkbox"/> Passport <input type="checkbox"/> Voter I.D. <input type="checkbox"/> Aadhaar Card		
*Mother's Name		*No. of ID Document		
*Spouse's Name		*Expiry Date of ID Document		
Preferred Name on Accreditation Card		(Valid until at least 31/08/2016)		
*Nationality as shown on Passport		*Function/Role		
*Blood Group		Athletes		
Gender :	<input type="checkbox"/> Male <input type="checkbox"/> Female	Sport Event/Discipline		
Date of Birth : (DD/MM/YYYY)				
*Country of Birth				
Permanent Address		Stamp of Responsible Organization and Signature of Person in Charge		
*Country		Date:		
*Province/State/Municipality		Please return the completed accreditation form no later than 10 January, 2016 to: Games Secretariat, 2nd Floor, Nidhi Bhawan, Lalmati, NH037, Basistha, Guwahati-781029, Assam, India email: acr.ocsag@gmail.com		
*City/County				
*Address Details (No. & Street Name)				
Current Address				
Country				
Province/State/Municipality				
City/County				
*Address Details (No. & Street Name)				

Excel sheet of Athlete accreditation form is attached. NOC may kindly fill the sheet and send the same via email at the earliest so that NVP can be sent. Signed & stamped hard copies can be sent via post or submitted during CDM meeting.



Organizing Committee - 12th South Asian Games 2016 Accreditation Card Application Form

Please fill in the BLANK boxes in English only


Media

<i>*means Required field</i>		1. No polish, stain and damage. Recent photo not older than 6 months 2. The colour of clothing and background must be distinct in white background 3. No hats, turbans, sunglasses etc. except religious, medical and other special reasons	Recent Passport Photo
*Country / Responsible Organization			
*As shown on Passport / Identity			
*Family Name (Capital Letters)			
*Given Name			
*Father's Name		*Type of ID Document <input type="checkbox"/> Passport <input type="checkbox"/> Voter I.D. <input type="checkbox"/> Aadhaar Card	
*Mother's Name		*No. of ID Document	
*Spouse's Name			
Preferred Name on Accreditation Card		*Expiry Date of ID Document	
*Nationality as shown on Passport		(Valid until at least 31/08/2016)	
*Blood Group		*Function/Role	
Gender :	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Journalists <input type="checkbox"/> Photographers	
Date of Birth : (DD/MM/YYYY)			
*Country of Birth			
<i>Permanent Address</i>			
*Country			
*Province/State/Municipality			
*City/County			
*Address Details (No. & Street Name)			
<i>Current Address</i>			
Country			
Province/State/Municipality			
City/County			
*Address Details (No. & Street Name)			
Stamp of Responsible Organization and Signature of Person in Charge			
Date:			
Please return the completed accreditation form no later than 10 January, 2016 to: Games Secretariat, 2nd Floor, Nidhi Bhawan, Lalmati, NH037, Basistha, Guwahati-781029, Assam, India email: acr.ocsag@gmail.com			

Excel sheet of NOC member accreditation form is attached. NOC may kindly fill the sheet and send the same via email at the earliest so that NVP can be sent. Signed & stamped hard copies can be sent via post or submitted during CDM meeting.







Organizing Committee - 12th South Asian Games 2016
Accreditation Card Application Form

NOC

Please fill in the BLANK boxes in English only

*means Required field		Recent Passport Photo
*Country / Responsible Organization		
*As shown on Passport / Identity		
*Family Name (Capital Letters)		
*Given Name		1. No polish, stain and damage. Recent photo not older than 6 months 2. The colour of clothing and background must be distinct in white background 3. No hats, turbans, sunglasses etc. except religious, medical and other special reasons
*Father's Name		
*Mother's Name		
*Spouse's Name		
Preferred Name on Accreditation Card		*Type of ID Document <input type="checkbox"/> Passport <input type="checkbox"/> Voter I.D. <input type="checkbox"/> Aadhaar Card
*Nationality as shown on Passport		
*Blood Group		
Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female		
Date of Birth : (DD/MM/YYYY)		*No. of ID Document *Expiry Date of ID Document (Valid until at least 31/08/2016)
*Country of Birth		
Permanent Address *Country *Province/State/Municipality *City/County *Address Details (No. & Street Name)		
Current Address Country Province/State/Municipality City/County *Address Details (No. & Street Name)		
		*Function/Role <input type="checkbox"/> President <input type="checkbox"/> Secretary General <input type="checkbox"/> Chief De Mission <input type="checkbox"/> Dy. Chief De Mission <input type="checkbox"/> Accompanying Guests
		If you check "Accompanying Guest" in function, please indicate who you will be accompanying with. *Family Name *Given Name *Function/Role
		Stamp of Responsible Organization and Signature of Person in Charge Date:
		Please return the completed accreditation form no later than 10 January, 2016 to: Games Secretariat, 2nd Floor, Nidhi Bhawan, Lalmati, NH037, Basistha, Guwahati-781029, Assam, India email: acr.ocsag@gmail.com

Excel sheet of NOC member accreditation form is attached. NOC may kindly fill the sheet and send the same via email at the earliest so that NVP can be sent. Signed & stamped hard copies can be sent via post or submitted during CDM meeting.



Organizing Committee - 12th South Asian Games 2016 Accreditation Card Application Form

Please fill in the BLANK boxes in English only

Officials

*means Required field		1. No polish, stain and damage. Recent photo not older than 6 months 2. The colour of clothing and background must be distinct in white background 3. No hats, turbans, sunglasses etc. except religious, medical and other special reasons		Recent Passport Photo
*Country / Responsible Organization		*Type of ID Document <input type="checkbox"/> Passport <input type="checkbox"/> Voter I.D. <input type="checkbox"/> Aadhaar Card		
*As shown on Passport / Identity *Family Name (Capital Letters)		*No. of ID Document		
*Given Name		*Expiry Date of ID Document		
*Father's Name		(Valid until at least 31/08/2016)		
*Mother's Name		*Function/Role <input type="checkbox"/> Team Officials <input type="checkbox"/> Admin Officials <input type="checkbox"/> Medical Professionals <input type="checkbox"/> Team Attache		
*Spouse's Name		Sport Event/Discipline		
Preferred Name on Accreditation Card		Stamp of Responsible Organization and Signature of Person in Charge		
*Nationality as shown on Passport		Date:		
*Blood Group		Please return the completed accreditation form no later than 10 January, 2016 to: Games Secretariat, 2nd Floor, Nidhi Bhawan, Lalmati, NH037, Basistha, Guwahati-781029, Assam, India email: acr.ocsag@gmail.com		
Gender : <input type="checkbox"/> Male <input type="checkbox"/> Female				
Date of Birth : (DD/MM/YYYY)				
*Country of Birth				
Permanent Address				
*Country				
*Province/State/Municipality				
*City/County				
*Address Details (No. & Street Name)				
Current Address				
Country				
Province/State/Municipality				
City/County				
*Address Details (No. & Street Name)				

Excel sheet of Officials accreditation form is attached. NOC may kindly fill the sheet and send the same via email at the earliest so that NVP can be sent. Signed & stamped hard copies can be sent via post or submitted during CDM meeting.





Sample of Excel Format for Accreditation Data

S.No.	Country/Responsible Organization	Family Name	Given Name(s)	Preferred Name On Card	Father's Full Name	Mother's Full Name
1	India	Tyagi	Radhey Shyam	R S Tyagi	Hari Singh Tyagi	Roshni Tyagi
2						
3						
4						
5						

Spouse' s Full Name	Date of Birth (DD-MM-YYYY)	Gender	Blood Group	Country of Birth	Nationality	Current Address
Anita Tyagi	23/10/1986	M	A +ve	India	India	Bungalow D-2

City	State	PIN CODE	Permanent Address Country	Type of ID	ID Number	Issuing Authority
Delhi	Delhi	110054	India	Passport	AHUPV8653K	Delhi

Place of Issue	Issue Date	Expiry Date	Nationality of Passport	Function	Sport	Given Name(s)_Family Name_ID Number.jpg
Delhi	12/03/2010	21/04/2020	India	Athletes	Badminton	Radhey Shyam_Tyagi_AHUPV8653K.jpg



Responsible Organization Codes

1. International Sport Organization

Organization	Code
International Olympic Committee	IOC
Olympic Council of Asia	OCA
South Asia Olympic Council	SAOC





2. International Federations

Sport	Name of the International Federation	Federation Code
Archery	World Archery	WA
Athletics	International Association of Athletics Federations	IAAF
Badminton	Badminton World Federation	BWF
Basketball	International Basketball Federation	FIBA
Boxing	International Boxing Association	AIBA
Cycling	Union Cycliste International	UCI
Football	Federation Internationale de Football Association	FIFA
Handball	International Handball Federation	IHF
Hockey	Federation Internationale de Hockey	FIH
Judo	International Judo Federation	IJF
Kabaddi	International Kabaddi Federation	IKF
Kho-Kho	Asian Kho Kho Federation	AKKF
Shooting	International Shooting Sport Federation	ISSF
Swimming	Federation Internationale de Natation	FINA
Squash	World Squash Federation	WSF
Table Tennis	International Table Tennis Federation	ITTF
Taekwondo	World Taekwondo Federation	WTF
Tennis	International Tennis Federation	ITF
Triathlon	International Triathlon Union	ITU
Volleyball	Federation Internationale de Volleyball	FIVB
Weightlifting	International Weightlifting Federation	IWF
Wrestling	United World Wrestling	UWW
Wushu	International Wushu Federation	IWUF





3. Asian Sports Federations

Sport	Name of the International Federation	Federation Code
Archery	Asian Archery Federation	AAF
Athletics	Asian Athletics Association	AAA
Badminton	Badminton Asia Confederation	BAC
Basketball	International Basketball Federation Asian Zone	FIBAAsia
Boxing	Asian Boxing Confederation	ASBC
Cycling	Asian Cycling Confederation	ACC
Football	Asian Football Confederation	AFC
Handball	Asian Handball Federation	AHF
Hockey	Asian Hockey Federation	AHF
Judo	Judo Union of Asia	JUA
Kabaddi	Asian Kabaddi Federation	AKF
Kho-Kho	Asian Kho Kho Federation	AKKF
Shooting	Asian Shooting Confederation	ASC
Squash	Asian Squash Federation	ASF
Swimming	Asian Swimming Federation	AASF
Table Tennis	Asian Table Tennis Union	ATTU
Taekwondo	Asian Taekwondo Union	ATU
Tennis	Asian Tennis Federation	ATF
Triathlon	Asian Triathlon Confederation	ASTC
Volleyball	Asian Volleyball Confederation	AVC
Weightlifting	Asian Weightlifting Federation	AWF
Wrestling	Asian Associated Wrestling Committee	AAWC
Wushu	Wushu Federation of Asia	WFA





4. National Sports Federations

Sport	Name of the National Sport Federation	Federation Code
Archery	Archery Association of India	AAI
Athletics	Athletics Federation of India	AFI
Badminton	Badminton Association of India	BAI
Basketball	Basketball Federation of India	BFI
Boxing	Indian Amateur Boxing Federation	IABF
Cycling	Cycling Federation of India	CFI
Football	All India Football Federation	AIFF
Handball	Handball Federation of India	HFI
Hockey	Hockey India	HI
Judo	Judo Federation of India	JFI
Kabaddi	Amateur Kabaddi Federation of India	AKFI
Kho-Kho	Kho Kho Federation of India	KKFI
Shooting	National Rifle Association of India	NRAI
Squash	Squash Rackets Federation of India	SRFI
Swimming	Swimming Federation of India	SFI
Table Tennis	Table Tennis Federation of India	TTFI
Taekwondo	Taekwondo Federation of India	TFI
Tennis	All India Tennis Association	AITA
Triathlon	Indian Triathlon Federation	ITF
Volleyball	Volleyball Federation of India	VFI
Weightlifting	Indian Weightlifting Federation	IWLF
Wrestling	Wrestling Federation of India	WFI
Wushu	Wushu Association of India	WAI



5. Country Code

Country	Code
Afghanistan	AFG
Bangladesh	BAN
Bhutan	BHU
India	IND
Maldives	MDV
Nepal	NEP
Pakistan	PAK
Sri Lanka	SRI





Competition Venue Codes Guwahati

Sr. No.	Sport	Sports Codes	Men/ Women	Venue	Venue Codes
1	Athletics	AT	Men, Women	Indira Gandhi Athletics Stadium, Sarusajai Sports Complex	IGS
2	Badminton	BD	Men, Women	D.T.R.P. Indoor Stadium, Ulubari	DIS
3	Basketball	BK	Men, Women	Nabin Ch. Bordoloi AC Indoor Stadium, Sarusajai	NCB
4	Cycling	CY	Men, Women	NH 37 Bypass	NHB
5	Football	FB	Men	Nehru Stadium, R.G Baruah Sports Complex, Ulubari	NSU
			Men	Indira Gandhi Athletics Stadium, Sarusajai Sports Complex	IGS
6	Handball	HB	Men, Women	LNIFE, Tepesia, Sonapur	LNI
7	Hockey	HO	Men, Women	Moullana Md. Tayabullah Hockey Stadium, Bhetapara	MTH
8	Kabaddi	KA	Men, Women	Bhogeswari Phukanani Indoor Stadium, Dispur	BPI
9	Kho Kho	KK	Men, Women	LNIFE, Tepesia, Sonapur	LNI
10	Shooting	SH	Men, Women	Shooting Range, Kahilipara	SRK
11	Squash	SQ	Men, Women	R.G. Baruah Sports Complex, Ulubari	RGB
12	Swimming	SW	Men, Women	Dr. Zakir Hussain Aquatic Complex, Sarusajai	ZHA
13	Tennis	TE	Men, Women	All Assam Tennis Association Complex, Chachal, VIP Road	AAT
14	Triathlon	TR	Men, Women	Dr. Zakir Hussain Aquatic Complex, Sarusajai	ZHA
15	Volleyball	VO	Men, Women	Nabin Ch. Bordoloi AC Indoor Stadium, Sarusajai	NCB
16	Weightlifting	WL	Men, Women	Bhogeswari Phukanani Indoor Stadium, Dispur	BPI
17	Wrestling	WR	Men, Women	D.T.R.P. Indoor Stadium, Ulubari	DIS



Competition Venue Codes Shillong

Sr. No.	Sport		Men/Women	Venue	Venue Codes
1	Archery	AR	Men, Women	Jawaharlal Nehru Sports Complex – No. 1 Polo Ground	JNP
2	Boxing	BX	Men, Women	SAI- SAG Indoor Stadium, NEHU Campus	SIS
3	Football	FB	Women	Jawaharlal Nehru Sports Complex - Football Ground	JNF
4	Judo	JU	Men, Women	Jawaharlal Nehru Sports Complex – Indoor Hall	JNI
5	Table Tennis	TT	Men, Women	Jawaharlal Nehru Sports Complex – Indoor Hall	JNI
6	Taekwondo	TK	Men, Women	N.E.I.G.R.I.H.M.S. Indoor Stadium	NEI
7	Wushu	WU	Men, Women	SAI- SAG Indoor Stadium, NEHU Campus	SIS





Accreditation Access Matrix

Colour	Category	Title/Position	Venue		MPC	Dining	Transport
			Sport	Zone			
Gold	SAOC	President	∞	ALL	Yes	Yes	T1
		President's Guest	∞	ALL	Yes	Yes	T1
		Secretary-General	∞	ALL	Yes	Yes	T1
		Secretary-General's Guest	∞	ALL	Yes	Yes	T1
		Treasurer	∞	ALL	Yes	Yes	T1
		Treasurer's Guest	∞	ALL	Yes	Yes	T1
	IOC	President	∞	ALL	Yes	Yes	T1
		President's Guest	∞	ALL	Yes	Yes	T2
		Members	∞	ALL	Yes	Yes	T1
		Member's guest	∞	ALL	Yes	Yes	T2
	OCA	President	∞	ALL	Yes	Yes	T1
		Director General	∞	ALL	Yes	Yes	T1
		OCA Guest	∞	1,2,3,4	Yes	Yes	T2
	IF /ASF (Participating Sports)	President	∞	ALL	Yes	Yes	T1
		President's Guest	∞	1,2,3,4	Yes	Yes	T2
		Secretary General	∞	ALL	Yes	Yes	T1
		Secretary General's Guest	∞	1,2,3,4	Yes	Yes	T2
	IOA	Sr. Vice-President	∞	ALL	Yes	Yes	T1
		Vice-President	∞	ALL	Yes	Yes	T1
		Joint Secretary	∞	ALL	Yes	Yes	T1
		Executive Member	∞	ALL	Yes	Yes	T1
		IOA Members	∞	1,2,3,4	Yes	Yes	T2



	Participating NOC	President	∞	ALL	Yes	Yes	T1
		President's Guest	∞	1,2,3,4	Yes	Yes	T2
		Secretary General	∞	ALL	Yes	Yes	T1
		Secretary General's Guest	∞	1,2,3,4	Yes	Yes	T2
		Chef De Mission	∞	ALL	Yes	Yes	T1
		Chef De Mission Guest	∞	1,2,3,4	Yes	Yes	T2
		Dy. Chef De Mission	∞	ALL	Yes	Yes	T1
	OC-SAG	Dy. Chef De Mission's Guest	∞	1,2,3,4	Yes	Yes	T2
		Chairman	∞	ALL	Yes	Yes	T1
		Chairman's Guest	∞	ALL	Yes	Yes	T1
		CEO (Guwahati)	∞	ALL	Yes	Yes	T1
		CEO's Guest (Guwahati)	∞	1,2,3,4	Yes	Yes	T2
		CEO (Shillong)	∞	ALL	Yes	Yes	T1
		CEO's Guest (Shillong)	∞	1,2,3,4	Yes	Yes	T2
		JT.CEO	∞	ALL	Yes	Yes	T1
		JT.CEO's Guest	∞	1,2,3,4	Yes	Yes	T2
		EC Member	∞	ALL	Yes	Yes	T1
		EC Member's Guest	∞	1,2,3,4	Yes	Yes	T2
		Special Advisor	∞	ALL	Yes	Yes	T1
		Special Advisor's Guest	∞	1,2,3,4	Yes	Yes	T2
		Advisor	∞	ALL	Yes	Yes	T1
		Advisor's Guest	∞	1,2,3,4	Yes	Yes	T2
		OC-SAG Guest	∞	1,2,3,4	Yes	Yes	T1/T2
	GTCC	Chairman	∞	ALL	Yes	Yes	T1



		Deputy Chairperson	∞	ALL	Yes	Yes	T1
	SASF(Participating Sports)	President	∞	BLUE,1,2,4	Yes	Yes	T1
		Secretary General	∞	BLUE,1,2,4	Yes	Yes	T1
	NSF(Participating Sports)	President	∞	BLUE,1,2,4	Yes	Yes	T1
		President's Guest	∞	1,2,4	X	Yes	T2
		Secretary General	∞	BLUE,1,2,4	X	Yes	T1
		Secretary General's Guest	∞	1,2,4	X	Yes	T2
Silver	IF	Technical Delegate	∞	ALL	X	Yes	T1
	Official Sponsors	Executives	∞	2,4	X	X	T2
	Official Partners/Suppliers	Executives	∞	2,4	X	X	T2
	Media Partners	Directors	∞	2,3,4	Yes	X	T2
	OC-SAG	Competition Director	∞	ALL	Yes	Yes	T1
Red	OC-SAG	Organizational Elements	∞	As per operational need			
Green	Participating NOC	Athletes	SPT	BLUE, 1,3	Yes	Yes	T3
		Team Officials	SPT	BLUE,1,2,3	Yes	Yes	T3
		Admin Officials	SPT	BLUE,1,3,4	Yes	Yes	T3
		Medical Professionals	SPT	BLUE,1,2	X	Yes	T3
		Team Attache	SPT	BLUE,1,3,4	Yes	Yes	T3
Blue	International\National Sports Federations	Technical Officials	∞	BLUE, 2	X	Yes	T4
		Referees	SPT	BLUE, 2	X	Yes	T4
		Juries	SPT	BLUE, 2	X	Yes	T4
	Heads of State		∞	ALL	Yes	Yes	T1
	Heads of States Guest		∞	1,2,3,4	Yes	Yes	T2
	High-Dignitaries of the State		∞	1,2,3,4	Yes	Yes	T1




Pueple	High-Dignitaries of the States Guest	∞	1,2,3,4	Yes	Yes	T2
	Sports Ministers – SAARC Countries	∞	1,2,3,4	Yes	Yes	T1
	Sports Ministers – SAARC Countries Guest	∞	1,2,3,4	Yes	Yes	T2
	High Commissioners & Ambassadors	∞	1,2,3,4	Yes	Yes	T1
	High Commissioners & Ambassadors Guest	∞	1,2,3,4	Yes	Yes	T2
	Ministers – Gol (Govt. of India), GoA (Govt. of Assam), GoM (Govt. of Meghalaya)	∞	1,2,3,4	Yes	Yes	T1
	Ministers Guests – Gol (Govt. of India), GoA (Govt. of Assam), GoM (Govt. of Meghalaya)	∞	1,2,3,4	Yes	Yes	T2
	Honored Guests – Gol (Govt. of India), GoA (Govt. of Assam), GoM (Govt. of Meghalaya)	∞	1,2,3,4	Yes	Yes	T2
White	Volunteers (VOL)	Role Specific				
Brown	Service Providers	As per operational need				
Yellow	Journalists, Media	∞	3	Yes	x	T4
	Host Broadcaster	∞	3	Yes	x	T4
Black	Security	As per operational need				





Access Code Description

Code	Description
∞	Infinity – All Competition & Training Venues
	Dining Area
ALL	All zones in competetion venue, accessible to BLUE, 1, 2, 3, 4
BLUE	Field of Play
1	Athletes Preparation Areas
2	Venue Operation Area
3	Press area, Media observer seats, Broadcasting area
4	VIP Area
T1	Dedicated Car with Driver
T2	On Call Fleet
T3	Athlete Shuttle Bus
T4	Technical Officials, Media Shuttle Bus
MPC	Main Press Centre





Approximate break up of each Category

S. No.	Category	No. of Accreditation Cards
A1.	Athletes	4000
2.	Technical Officials	1500
3.	Games Family/VIPs, OS-SAG, IOA, GOI, GOA, GOM, NSF etc.	500
4.	Work Force	500
5.	Host Broadcaster	500
6.	Media (National)	700
7.	Media (International)	100
8.	Volunteers	4000
9.	Security	3500
10.	Contractors/Stakeholders	18000
	Total	33300





ORGANISING COMMITTEE - 12th SOUTH ASIAN GAMES 2016
2nd Floor, Nidhi Bhawan
Lalmati, N.H. - 37, Basistha, Guwahati - 781029, Assam, INDIA