

Credentials application procedure 2019/20

Written press



CREDENTIALS APPLICATION PROCEDURE FOR WRITTEN PRESS - 2019/20 SEASON

As the entity in charge of managing accreditations for written press in season 2019/2020, the *Liga Nacional de Fútbol Profesional [National Professional Football League*] (hereinafter, "LaLiga") makes an accreditation system to facilitate the process through the accreditations portal hosted on LaLiga's official website:

https://acreditaciones.laliga.es/en

This collective must register to get their accreditations for the various football stadiums of the matches of LaLiga SmartBank and matches which are marketed by LaLiga.

Media outlets can apply for their accreditation once they have successfully completed the registration process on the accreditations portal and this procedure has been approved by LaLiga. Media outlets undertake to ensure that the data filled in on the various forms is true. This process must be carried out at least 10 calendar days before the holding of the match for which they wish to accredit themselves to guarantee that there is enough time to process the application.

After providing all documents and gaining the approval of LaLiga, they shall be granted access within the accreditations portal to accredit themselves for the matches within the deadlines agreed.

The accreditation is not guaranteed solely by sending the application. If the application is accepted, LaLiga shall send a confirmation to the registration email address, once the Accreditation application deadline has ended.

General Terms and Conditions

Print media credentials are granted to media outlets and news agencies who publish information and/or news in written format about the sporting event, in printed media and/or online media, and who regularly update their contents.

Live written commentary about the match may be published. However, it is not permitted to capture still images or record any type of audio-visual content.

Credentials are issued on a nominative basis to personnel from media outlets or news agencies who perform a specific function during the event and will be granted strictly for editorial and/or journalistic purposes related to the event/sport. If you are interested in obtaining credentials for other purposes (e.g. commercial or advertising), it must be done with prior and express authorisation from LaLiga and the corresponding Club.

The credentials application can be submitted to access a press box, press room and mixed zone (if the local Club allows access to the press conference and/or mixed zone, and this option is available in the portal at the time of requesting the credentials).

In exceptional cases, and due strictly to a lack of available space, LaLiga may limit the number of accredited journalists for a match and the number of journalists authorised to be inside the press room and the mixed zone when the coaches and players make their appearances.

Users may not wander through the stands and other areas of the stadium except those indicated in the credentials.

In the event of repeated absences from matches for which credentials have been granted, without justified cause and without having previously notified LaLiga of said circumstance, the media outlet may be prohibited from requesting future credentials.

Accreditation portal registration process

Media outlets and news agencies cannot apply for their accreditation until successfully completing the registration process, until this process is approved by LaLiga. To do this, the following address shall be entered in a browser window:

https://acreditaciones.laliga.es/en

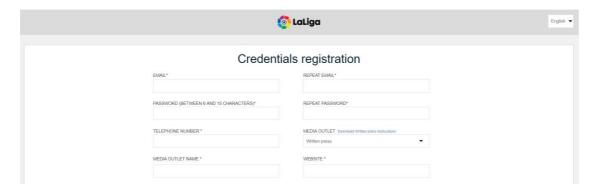
To register for the first time, you must click on: "If you have not yet registered, please do so here".



If you have not yet registered, please do so here.

An email address (without fail, a corporative one) must then be entered, and you need to choose a password (with 6 to 15 characters) to use to access the accreditations portal, a

contact telephone no., the type of media (TV, Radio, Photographer, Written press) and the name of the media outlet.



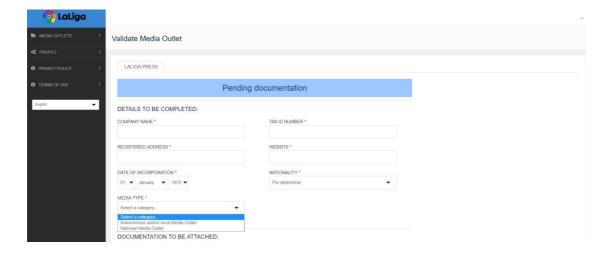
The first time you register, you must accept the *Privacy Policy*. To do this, check the box "I DECLARE THAT I HAVE READ AND ACCEPTED THE PRIVACY POLICY" at the end of the registration page.

Media undertake that the data they provide in the various forms are true.

Once you are inside the accreditations portal, before you can accredit yourself for the matches in the deadlines provided, you must provide a series of <u>details</u> in such portal, e.g.:

- Company name
- TAX ID
- Address
- Incorporation date
- Nationality

Below this information, you will need to select whether you represent an AUTONOMOUS AND/OR LOCAL MEDIA OUTLET or NATIONAL MEDIA OUTLET.

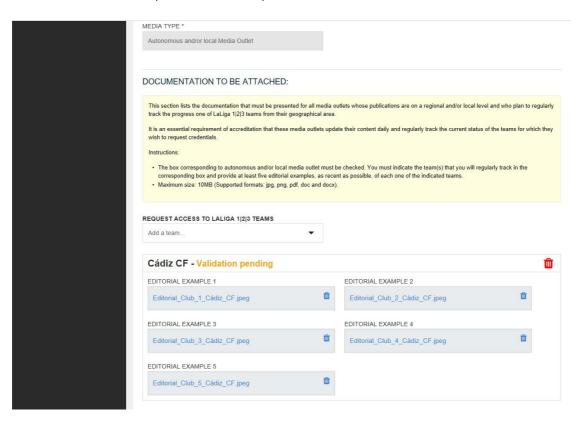


AUTONOMOUS AND/OR LOCAL MEDIA OUTLETS

This section lists the documentation that must be presented for all media outlets whose publications are on a regional and/or local level and who plan to regularly track the progress one of LaLiga SmartBank teams from their geographical area. It is an essential requirement of accreditation that these media outlets update their content daily and regularly track the current status of the teams for which they wish to request credentials.

Additionally, you must attach several documents, which are detailed below:

• The box corresponding to autonomous and/or local media outlet must be checked. You must indicate the team(s) that you will **regularly** track in the corresponding box and provide at least five editorial examples, as recent as possible, of each one of the indicated teams.



- General commercial information sheet on the company, issued by the Commercial Registry [Companies House] at least detailing the company's name, type of entity, address, the identity of the directors, the tax number and the corporate objects.
- Documents proving the relationship between the professional to be accredited and the company (Social Security forms TC1 or RLC and TC2 or RNT, in the case of a labour relationship, and/or a Contract if the relationship is commercial).
- Certificates proving Social Security payment clearance.

- Certificates proving that payments with the Tax Agency are up-to-date.
- Documents proving that a professional and general civil liability policy has been taken out with a minimum coverage of €300,000.
- Declaration of responsibility as an independent party form, which can be downloaded within the accreditations portal and a <u>signed</u> copy shall be attached in PDF format together with the remaining documents.
- Verifiable supporting certification showing website TRAFFIC (in those media that publish online, regardless of whether they also have printed publications).
- If you are seeking to accredit yourself for an <u>international media outlet/news agency</u>, <u>with no permanent establishment in Spain</u> you will additionally be asked, for the attendance to a given match, to provide a letter from the editor with a specific commission to cover such match for the media outlet/news agency concerned. You may later be asked to send the published work, which shall be sent to LaLiga <u>within a term of 5 calendar days</u>. If this is not done, your media outlet/news agency may be deleted within the portal and, where applicable, banned from requesting future accreditations.
- You may be asked for additional documents when you register such as, for instance, examples of previous work, either through the accreditations portal or via the email of the department of accreditations (acreditaciones@laliga.es).
- During the season and at LaLiga's request, you may be asked for instances of the work completed for matches in which your media outlet/news agency has been accredited, which must be sent to LaLiga <u>within a term of 5 calendar days</u>. If this is not done, your media outlet/news agency may be deleted within the portal and, where applicable, banned from requesting future accreditations.
- In the event that during the season you want to attend a match of some other team that you do not regularly track, you must send an email to LaLiga at (acreditaciones@laliga.es), containing a letter from the editor of the media outlet justifying the request for such accreditation. This will then be studied by LaLiga. Should the credentials be granted, after the fact, it will be necessary to send the corresponding publication within a period of 5 calendar days.

All the documents requested have to be furnished and, therefore, documents need to be uploaded in each of the sections, to allow the system to store your application. Once all documents have been provided, these documents shall be reviewed by the legal department at LaLiga, which may ask for additional information and documents through the accreditations portal. Please review the portal regularly during the entire process, as we will use this portal to notify you about any incidents connected to your documents.

Once the application has been approved by LaLiga, you will receive another confirmation email giving you access to the rest of the credentials portal so that you may request accreditation for the matches of the teams that you will be tracking during the season and for which you have

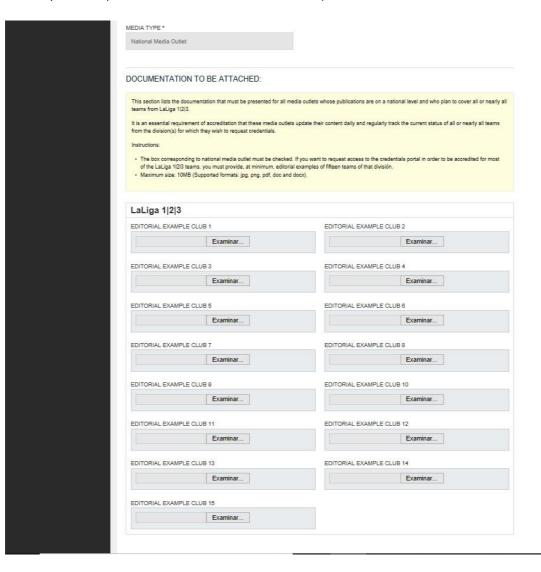
received approval in the accreditations portal, both home and away, within the established deadlines.

NATIONAL MEDIA OUTLETS

This section lists the documentation that must be presented for all media outlets whose publications are on a national level and who plan to cover all or nearly all teams from LaLiga SmartBank. It is an essential requirement of accreditation that these media outlets <u>update their content daily</u> and <u>regularly track</u> the current status of all or nearly all teams from the division(s) for which they wish to request credentials.

Additionally, you must attach several documents, which are detailed below:

• The box corresponding to national media outlet must be checked. If you want to request access to the credentials portal in order to be accredited for most of the LaLiga SmartBank teams, you must provide, at minimum, editorial examples of fifteen teams of that division.



- General commercial information sheet on the company, issued by the Commercial Registry [Companies House] at least detailing the company's name, type of entity, address, the identity of the directors, the tax number and the corporate objects.
- Documents proving the relationship between the professional to be accredited and the company (Social Security forms TC1 or RLC and TC2 or RNT, in the case of a labour relationship, and/or a Contract if the relationship is commercial).
- Certificates proving Social Security payment clearance.
- Certificates proving that payments with the Tax Agency are up-to-date.
- Documents proving that a professional and general civil liability policy has been taken out with a minimum coverage of €300,000.
- Declaration of responsibility as an independent party form, which can be downloaded within the accreditations portal and a <u>signed</u> copy shall be attached in PDF format together with the remaining documents.
- Verifiable supporting certification showing website TRAFFIC (in those media that publish online, regardless of whether they also have printed publications).
- If you are seeking to accredit yourself for an <u>international media outlet/news agency</u>, <u>with no permanent establishment in Spain</u> you will additionally be asked, for the attendance to a given match, to provide a letter from the editor with a specific commission to cover such match for the media outlet/news agency concerned. You may later be asked to send the published work, which shall be sent to LaLiga <u>within a term of 5 calendar days</u>. If this is not done, your media outlet/news agency may be deleted within the portal and, where applicable, banned from requesting future accreditations.
- You may be asked for additional documents when you register such as, for instance, examples of previous work, either through the accreditations portal or via the email of the department of accreditations (acreditaciones@laliga.es).
- During the season and at LaLiga's request, you may be asked for instances of the work completed for matches in which your media outlet/news agency has been accredited, which must be sent to LaLiga within a term of 5 calendar days. If this is not done, your media outlet/news agency may be deleted within the portal and, where applicable, banned from requesting future accreditations.
- In the event that during the season you want to attend a match of some other team that you do not regularly track, you must send an email to LaLiga at (acreditaciones@laliga.es), containing a letter from the editor of the media outlet justifying the request for such accreditation. This will then be studied by LaLiga. Should the credentials be granted, after the fact, it will be necessary to send the corresponding publication within a period of 5 calendar days.

All the documents requested have to be furnished and, therefore, documents need to be uploaded in each of the sections, to allow the system to store your application. Once all documents have been provided, these documents shall be reviewed by the legal department at LaLiga, which may ask for additional information and documents through the accreditations portal. Please review the portal regularly during the entire process, as we will use this portal to notify you about any incidents connected to your documents.

Once the application has been approved by LaLiga, you will receive another confirmation email giving you access to the rest of the credentials portal so that you may request accreditation for the matches of the teams that you will be tracking during the season, both home and away, within the established deadlines.

Accreditation application deadline

The application receipt deadline opens on Monday at 8:00h (8 am) (time in peninsular Spain), and closes on Wednesday at 15:00h (3 pm) (time in peninsular Spain), for the matchdays of LaLiga SmartBank played from Friday to Monday. For weekday matches of LaLiga SmartBank, the deadline opens and closes a week earlier. Specifically, the deadline opens on Wednesday at 8:00h (8 am) (time in peninsular Spain) and closes on Friday at 15:00h (3 pm) (time in peninsular Spain).

Conditions of use of the accreditation

Accreditations solely authorise the holder (hereinafter, the "holder") to access, transit, occupy and work in the areas indicated to him / her within the enclosure stated on the accreditation (hereinafter, the "Enclosure"), by the club set out on the accreditation (hereinafter, the "Club") and/or by the Liga Nacional de Fútbol Profesional [National Professional Football League] (henceforth, "LaLiga") and/or authorised staff. The holder must follow any instructions relating to his/her own tasks in respect of the activity or service for which s/he is accredited. Nominal accreditations can only be used by their holder. Accreditations do not authorise the holder to occupy a seat to be used by the public attending the Enclosure, unless otherwise provided.

Accreditations are co-owned by the Club and LaLiga, which reserve the right to cancel or to withdraw them at their own discretion. The holder undertakes to comply with these conditions of use of the accreditations, and to use the accreditation for the purpose for which it was granted. Undue use of an accreditation shall lead to its withdrawal, and the barring of the holder from taking part in own events of the Club and LaLiga. The holder cannot record or reproduce or publicly communicate sounds, images, videos, data and/or statistics of the events occurring inside the Enclosure which their accreditation gives them access to, unless otherwise expressly authorised by LaLiga. Additionally, the holder cannot bring any method or mechanism of detection, reproduction, issue and dissemination of images, sounds, data and/or statistics linked to the match, unless this is for uses authorised by LaLiga. Specifically, s/he cannot record images using smartphones, tablets or other audio-visual recording devices without gaining the prior and express approval of LaLiga, or publish such images on profiles on social networks. Live

and/or playback streaming of the events occurring in the Enclosure cannot be carried out under any circumstances, without gaining the prior and express authorisation of LaLiga.

Accreditations are only valid for the events indicated by the Club, for the season they relate to. Accreditations are personal and non-transferrable, and the holder must be able to accredit his / her identity with an official document, if required to do so. Moreover, the holder shall carry the accreditation in a clearly-visible location, and undertakes to its safekeeping.

The holder is bound to comply with any regulations to which the organisation of sport events is subject, or those governing any other events organised by the Club, as well as health and safety rules (including body searches) applicable and implemented at the Enclosure. Specifically, holders undertake to comply with Royal Decree 203/2010, approving the Regulation on the prevention of violence, racism, xenophobia and intolerance in sport, Law 42/2010 of healthcare measures against tobacco and regulating tobacco consumption, Law 31/1995 on occupational risk prevention and the subsequent Royal Decree 171/2004 implementing such regulation. The holder cannot carry any political, commercial or other messages, which have not previously been authorised by the Club.

The holder accesses the Enclosure with his / her accreditation to working areas of media outlets where s/he shall observe appropriate behaviour to avoid disturbing the work of other accredited media and the development of sport event itself. Therefore, inappropriate behaviour inside these areas, such as asking players for autographs, unauthorised interviews, drinking alcohol, "effusively" encouraging one of the teams, wearing T-shirts and/or scarfs of teams in such working areas, and any other non-compliance with published rules, may give rise to the withdrawal of the accreditation.

The holder agrees to be recorded or photographed in the Enclosure by security cameras and/or by authorised staff due to the own needs of organisation, security and dissemination of the activities taking place in the Enclosure, and the Club or third-party authorised persons may use them for these purposes, and the holder shall not be entitled to any compensation or objections. Moreover, s/he authorises the fixation, recording, reproduction, broadcast, dissemination and public communication of recorded images or photographs taken of him / her in the framework of the sport event organised by LaLiga, without limitation as to time or territory, and with no entitlement to any compensation or remuneration paid by LaLiga.

(You can also view these conditions on the accreditations portal, in the section called CONDITIONS OF USE).

Staff name changes outside the deadline of accreditations

Changes outside the deadline of accreditations are not allowed, save for unforeseeable circumstances, which cannot be prevented, and happening for exceptional reasons, like force majeure events (adverse weather conditions, accidents, illnesses...).

These changes shall be informed as soon as possible to the Accreditations Department at LaLiga by email (acreditaciones@laliga.es), providing detailed information on the reason for the change requested and the incident occurring, and providing the details of the people (name, surnames and IDs) to be replaced and the details of the substitutes.

LaLiga shall not, under any circumstances, agree to modifications outside the deadline for reasons not mentioned above (for instance: no changes shall be agreed to for editorial or organisational reasons of the media outlet).

Persons with prior credentials who, exceptionally, due to illness, are replaced by another person from the same media outlet, will be replaced or withdrawn from the lists of the rest of the subsequent matches until the end of the matchweek.

Moreover, for organisational and logistical reasons, LaLiga shall not accept any amendments of the accreditations as of 6 hours prior to the start of the match.

Accreditation applications outside the deadline

Accreditation applications outside the corresponding deadline or outside the accreditations portal shall not be processed.

Below you will find a step-by-step guide on how to ask for accreditations on LaLiga's portal.

ACCREDITATION APPLICATION PROCEDURE USING LALIGA'S ACCREDITATION PORTAL

Technical requirements

Windows Version:

- Firefox, Chrome and Safari
- Internet Explorer, for IE 10 and later versions

MAC Version:

Firefox, Chrome and Safari

Access to the portal

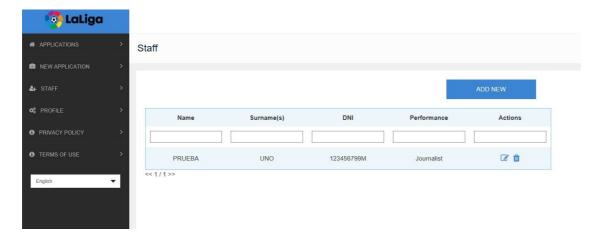
https://acreditaciones.laliga.es/en

Media outlets can make their application once the accreditations deadline of the corresponding matchday is open, by accessing the accreditations portal with the username and the password they provided when they registered.

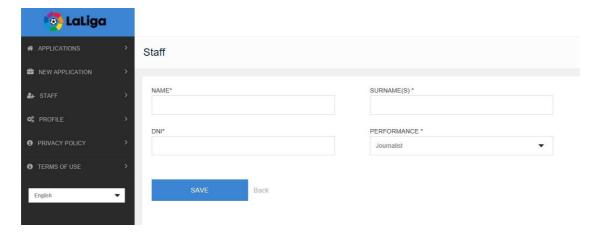


Staff

In this section, you will find the database of the staff of your media outlet attending the matches.



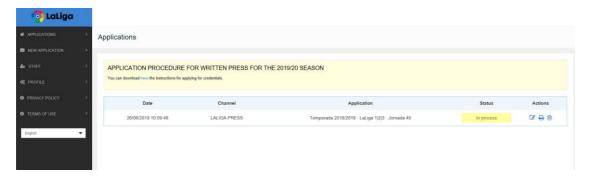
Every time you need to accredit a new person for a match, their personal details shall first be entered into this section, and it will then be stored in the database of staff of your media outlet. To do this, press the ADD NEW option and enter the details requested.



Therefore, in the match to be accredited, you will automatically view the people registered in that database with the dropdown menu of the staff to be accredited. Therefore, you only need to select your name and the remaining details shall be added automatically to the application.

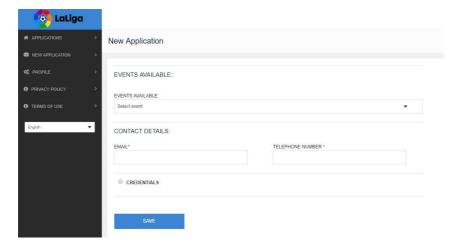
Applications: status of the application, amendment and downloading process

The start screen of the portal provides access to the instructions of the accreditations application process (which are the same instructions provided in this document). Under these instructions, you will find the history of APPLICATIONS. Here you can verify their status throughout the entire application process. While the accreditation application process is open, pressing the edit button , vou can modify the application as many times as required. Once the deadline is close, no amendments can be made. You can also download and print off your application by pressing the print button .



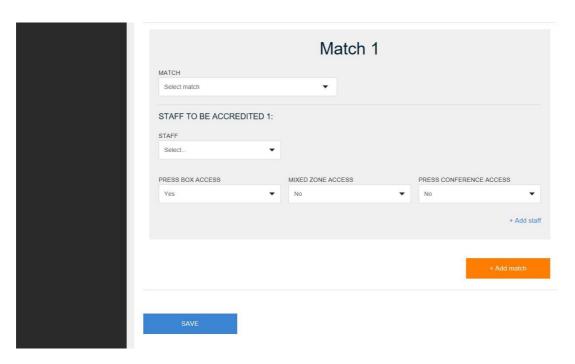
New application

New accreditation applications can only be created when the deadline is open. To do this, you need to create a NEW APPLICATION.



You must first select the matchday for which you wish to make the request from the list of EVENTS AVAILABLE (those for which the application deadline is open).

Requesting match accreditations



Applications for accreditations are carried out on a match basis for the matchday you wish to attend. Therefore, you must choose the match from the drop-down list, indicating whether you need PRESS CONFERENCE ACCESS and ACCESS TO THE MIXED ZONE, and choosing the staff to attend this match from your staff database (see section "STAFF" of this document to find out how to create a database, so that the names show up on the drop-down list). To add more people going to attend a same match, you can do this by selecting ADD STAFF and following the steps detailed above.

This process shall be repeated for each match of the matchday you wish to attend, and you need to carry on pressing on ADD MATCH until completing your application.

Privacy policy

You can see the conditions within the accreditations portal under the section called PRIVACY POLICY.

Modification of the accreditation procedure

LaLiga reserves the right to modify the accreditation procedure, in full or in part. Likewise, LaLiga is hereby authorised, at its discretion, to resolve any unforeseen contingency in the procedure, in accordance with the spirit and purpose thereof.

FREQUENTLY ASKED QUESTIONS

I have an issue with the accreditations portal. How can I resolve it?

Please contact us by email to explain the incident, providing as much detail as possible, by writing to acreditaciones@laliga.es.

What do I need to do if the accreditation application has been accepted but I cannot attend the match?

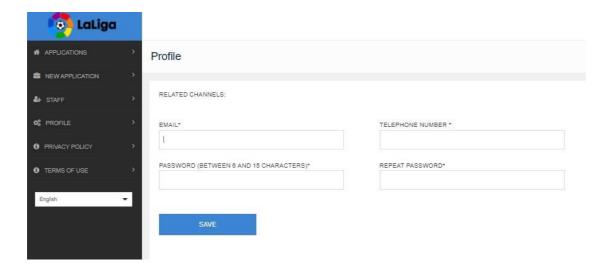
Please notify this as soon as possible by sending an email to <u>acreditaciones@laliga.es</u> so that we can cancel your accreditation.

What can I do if I cannot remember my username and/or password?

Please contact us by email to explain the incident at acreditaciones@laliga.es.

What do I need to do if I want to change by username, contact details (email and telephone number) and/or the password?

You can access the PROFILE section from your user access, and all of these details can be updated in that section.



I have made an application through the accreditations portal. When will I get a response?

After the deadline to apply for accreditations ends, you will get an email informing you if your application has finally been accepted. During the entire process, you can check the status of your application on the accreditations portal. Please pay attention to notices sent by email in case there are any incidents concerning your request, to ensure that issues are resolved as swiftly as possible.

In addition to accrediting the news writers from my media outlet/agency, I also want to accredit the photographers. How do I do so?

The person must register as a photographer user, with a username and password different from the one given for the news writer, and present the requested documentation for this type of user independently of the documentation submitted for the news writer.

Keep in mind that only one photographer user is allowed per media outlet or agency, independently of the user you have as a news writer.

I already have a user accredited as a photographer from previous seasons, and now I want to accredit news writers from my media outlet/agency. How do I do so? (Only available in LaLiga SmartBank)

Media outlets whose photographer user was already validated in the LaLiga credentials portal during the 2018-19 season and who also want to be accredited as print media in the 2019-20 season, must register as a new print media user, with a username and password different from the one given for the photographer user, and present the requested documentation for this type of user independently from the documentation submitted for the photographer user.

Only one print media user is allowed per media outlet or agency, independently of the user they have as a photographer.

For any queries or further details, please write to acreditaciones@laliga.es



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