



Media Regulations

2022 - English

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1. GENERAL

1.1. Communications with the public and media

Clubs must make specific attempts in their communications with the public and the media to respect all competition regulations and guidelines in terms of branding and communications.

Officials, staff, players and other delegates must refrain from comments to the media that could be construed as negative regarding the organization and/or execution of the competition, including but not limited to refereeing and logistical matters.

Any intentional act in official media areas by players, coaches, and/or club delegates that could be considered disrespectful towards media members, or the competition is strictly prohibited.

1.2. Covid-19 Communications

The Concacaf Communications Department will be responsible for all competition related communications. This includes, but is not limited to, communications regarding COVID-19 testing results, competition protocols, or should it be required, any communications pertaining to a crisis or emergency incident which takes place at the event.

Individual teams must liaise with the Concacaf Communications Department prior to issuing any public statement regarding competition matters. This includes any proposed communication related to COVID-19 test results and protocols.

2. PROMOTIONAL INFORMATION AND ACTIVITIES

2.1. Interview Requests

Each club must cooperate to the fullest extent possible with access and interview requests from Concacaf media platforms and its rights holders, before, during and after the competition. Each club must provide Concacaf access to all players in their squad, the head coach and the assistant coach to gather content for host broadcaster operations and Concacaf media platforms. The precise format, requirement and date(s) will be defined and communicated by Concacaf.

2.2. Club Information and images

Each club must, at Concacaf's request, provide information and imagery regarding the club and/or players and any further data requested by Concacaf for promotional purposes. All content must be provided free of charge.

2.3. Additional club media for finalists

The two clubs that qualify for the final will be required to participate in additional media activity to promote the competition and the Final. The exact details regarding this additional media will be communicated to the relevant clubs. The scheduling of the additional media activity for each club must be arranged together by Concacaf and the club, so that media



from across the region can participate in both club's activities. If no agreement on scheduling can be reached, Concacaf will make the final decision.

3. CLUB MEDIA OFFICER

3.1. Appointment

Each club must appoint a dedicated English-speaking media officer to coordinate the cooperation between the clubs, Concacaf and the media in accordance with these regulations. The media officer must be present at all matches (home and away) to coordinate all media arrangements, including pre-match and post-match press conferences and interviews, and to cooperate with the Concacaf media officer at the venue.

3.2. Traveling Media

If the visiting club is traveling with media, the visiting club media officer must send a full list to the host club media officer and Concacaf, at least one week before the match. The club media officer must also ensure that all requests come from bona fide media representatives. All media members will be required to follow all Concacaf accreditation processes.

4. PRE-MATCH MEDIA ACTIVITIES

4.1. Press conferences

Each club must hold a pre-match press conference the day before each match. Each press conference must be attended by the head coach and at least one player.

The scheduling of these press conferences must be arranged by Concacaf in collaboration with the relevant clubs in order to ensure media can participate in all press conferences (virtually and in-person). Press conferences must start between 12:00 pm and 8:00 pm local time (Exceptions to these timings must be agreed in advance with Concacaf). If no agreement on scheduling can be reached, Concacaf will make a final decision.

In principle, all press conferences will be held at the stadium where the match will be played, unless an alternative location is previously agreed with Concacaf. In accordance with Article 7.5 of these regulations, the host club shall be responsible for providing the necessary technical infrastructure. If an alternate location is pre-agreed with Concacaf, each club will be responsible for providing the technical infrastructure necessary.

4.2. Training sessions

Pending local arrangements, and only if possible while adhering to strict protocols, clubs must make their training session on the day before each match open to the media for at least 15 minutes.

Concacaf may in collaboration with clubs arrange for one Concacaf photographer to attend 15 minutes of each club's training sessions for editorial and competition promotion purposes.



In cases where a team does not intend to hold a training session on the day before the match, the training session on the previous day (two days before the match) will be considered as the official pre-match training session. Concacaf must be informed in advance.

4.3. Media activities for the final

The minimum standards for pre-match media activities will apply for the final. However, additionally each club will be required to participate in an obligatory pre-match media activity, per Article 2.3 of these media regulations.

4.4. Other pre-match media activities

In addition to the obligatory media activities, each club may organize other activities, but such activities may not replace or be scheduled at the same time as official media activities. Any media or promotional activities arranged by clubs must be undertaken while complying with competition health and safety protocols and regulations.

5. MATCH DAY MEDIA ACTIVITIES

5.1. General

Interviews are not permitted during the match on the field of play itself or in its immediate vicinity. However, upon arrival and post-match interviews will take place under circumstances and in locations pre-determined by Concacaf.

5.2. Dressing room filming

The host broadcaster and Concacaf media platforms shall be allowed to enter each clubs' dressing room to collect "mood-setting" shots. This will occur after the kit managers have completed the locker room setup. This activity will be conducted in a manner which adheres to Concacaf health and safety protocols for this competition.

5.3. Arrival Filming

Arrival filming will take place immediately upon the arrival of the clubs to the stadium. Only host broadcast and Concacaf media platforms cameras shall have access to film club arrivals.

5.4. Arrival Flash interview

Arrival flash interviews are obligatory and will take place upon the arrival of each club to the stadium and prior to entering the dressing rooms. The participation of each club's head coach is obligatory. These interviews will be conducted in a manner which adheres to Concacaf health and safety protocols for this competition.

5.5. Half time interviews

Half-time interviews are not obligatory and may take place after having left the locker rooms and on their way to the team benches. These interviews will be conducted in a manner which adheres to Concacaf health and safety protocols for this competition.



5.6. Post-match multilateral-flash interviews

Multilateral-flash interviews are obligatory and will take place after the match in a designated area located next to or on the field of play, or between the field of play and the dressing rooms. Each club must make available a key player (i.e. a player who had a decisive influence on the result) for a minimum of one multilateral-flash interview with the host broadcaster. These interviews will be conducted in a manner which adheres to Concacaf health and safety protocols for this competition.

5.7. Post-match unilateral-flash interviews

Unilateral-flash interviews are obligatory and will take place after the match in a designated area close to the dressing rooms or on the field of play. Clubs must make at least two key players (i.e. a player who had a decisive influence on the result) available for interviews with Concacaf designated rights holders. These interviews will be conducted in a manner which adheres to Concacaf health and safety protocols for this competition.

5.8. Post-match press conferences

Each club must conduct a post-match press conference after each game. These must start no later than 10 minutes after the final whistle. For each press conference, the participation of the head coach and one player is obligatory. In principle, following each match the head coach and player of the visiting club will conduct their press conference first.

Access to the press conference will be strictly limited to the participating head coach and player, team media officers and relevant Concacaf officials.

The post-match press conferences will be conducted in a manner which adheres to Concacaf health and safety protocols for this competition.

5.9. Post-match mixed zone

Subject to Concacaf approval and only if it can be arranged in manner which meets all Concacaf health and safety protocols will a post-match mixed zone take place.

When requested by Concacaf, a post-match mixed zone must be set up on the way from the dressing rooms to the club transport area. This area must be accessible only to coaches, players and representatives of the media.

All players from each club who have participated in the match (starting eleven and substitutes) are obliged to pass through the entire mixed zone in order to conduct interviews with the media. Each club is responsible for ensuring that all its players pass through the entire mixed zone.

5.10. Other match day media activities

Each club must fulfil all interview requests from Concacaf and its rights holders before conducting interviews with any official club platforms.



6. PROHIBITIONS

6.1. Dressing rooms

All dressing rooms (clubs and officials) are off limits to media members before, during and after the match.

6.2. Competition Areas

No media representatives will be allowed in the competition areas, during or after a match, except for a limited number of Concacaf photographers and cameramen, as well as production staff of the host broadcast and rights holders (all equipped with the appropriate competition accreditation and bib).

Any individual who has access to competition must adhere to all Concacaf health and safety protocols for this competition.

7. MEDIA ACCREDITATION AND FACILITIES

7.1. Media Accreditation

Subject to Concacaf approval, media members may be allowed to attend matches in-person. The attendance of media in-person will only be permitted if it can be arranged in manner which meets all Concacaf health and safety protocols.

The hosting club for each match must handle all media accreditations applications, providing an equal amount of attention to all media.

A final list of media members approved for each match must be shared with Concacaf no later than 36 hours prior to the scheduled kick off time. The list must include each attendee's full name, email and organization.

Concacaf will handle all TV/Radio Rights Holder applications and will provide the hosting club with an approved list of media members.

The success of an application must depend on factors such as the space available because of capacity limitations, as well as the applicant's ability to demonstrate a history of professional coverage of sport and football in general, levels of applications and a past history of compliance with Member Association, Concacaf, and FIFA Media Guidelines.

Acceptance of a media accreditation for the competition expressly implies agreement to work by all Concacaf Guidelines, as well as all health and safety regulations which may be distributed separately.



7.2. General media facilities

For matches in which Concacaf approves in-person media attendance, the host club must provide appropriate media facilities listed in these media regulations. This includes instances in which the match stadium is under the control of a third party.

7.3. Media seating

An adequate number of seats must be made available for media in a separate and secure area, with a clear and unobstructed view of the whole field. All seats must be equipped with desks, a power supply and internet connection (cabled or Wi-Fi).

7.4. Photographer room/working area

An adequate working room/area must be made available for photographers to work from. The room/working area must be equipped with desks, power outlets and internet connection (cabled or Wi-Fi)

Photographer positions during matches will be determined by Concacaf and the host club, ensuring they adhere to Concacaf health and safety protocols for this competition

7.5. Press conference room

An adequate room for pre- and post-match press conferences must be made available starting the morning of match day -1.

The host club shall be responsible for providing the necessary technical infrastructure and services necessary to conduct the press conferences in person and virtually. This includes, but is not limited to:

- A 20 mb download and upload internet line (this internet line cannot be shared);
- A laptop computer or Apple iPad (running iOS version 8.0 or later).
- A professional video camera, either built into a device or a separate webcam.
- A microphone, either built into the device or separate.
- The Zoom app installed on the device (Zoom has an app for Windows, Mac and iOS).

7.6. Will call and parking

The host club must designate a media will call window or booth, preferably at or near the stadium's media entrance.

The host club will be required to distribute, in coordination with Concacaf's media officer and/or Venue Press Officer (if assigned), Concacaf media credentials and bibs to approved media members on match day.

Additionally, the host club must make their best effort to provide appropriate parking to approved media members.



8. HOST BROADCASTER

8.1. Concacaf host broadcaster

Concacaf will designate a host broadcaster for each match, which will manage the television production. Each club will be required to collaborate in providing the necessary resources, facilities, and support to ensure that the host broadcaster's needs are met to fulfill Concacaf's contractual obligations and a consistently high standard coverage for all matches.

8.2. Inspection and production setup

Each club must provide stadium access for inspection and production setup, as well as adequate stadium lights as per the competition regulations. Additionally, prior to every match, host clubs must make available its most senior operations manager for a broadcast meeting.

8.3. Camera positions

In order to guarantee a consistently high standard of coverage for all matches, there is a minimum number of camera positions for the host broadcaster and rights holders. Clubs must ensure that the camera positions can be accommodated unless they present any safety or security risks.

- 8.3.1. Main: Positioned in the main stand and situated exactly on the halfway line. Positions must be provided for at least three cameras on a platform.
- 8.3.2. Low midfield: Field side fixed camera positioned on the halfway line, near the touchline.
- 8.3.3. 18-yard line: Two fixed cameras, one covering each half of the field of play, installed in the main stand at the same level as the main camera. Positions must be provided for at least one camera on each platform.
- 8.3.4. High end zone: One camera installed in the stands behind each goal, at a height that permits the penalty spot to be seen above the goal crossbar.
- 8.3.5. Low behind the goals: Two areas behind each goal, one on the side closest to the main camera and one on the far side of the goal.
- 8.3.6. Reverse main: One fixed field side camera positioned exactly on the halfway line, opposite to the clubs' substitute benches.
- 8.3.7. POV: Mini cameras placed directly behind the goal net, which may be attached to the poles which support the net or the cable connecting the back of the net to the vertical stanchions directly behind the goal.
- 8.3.8. Drone: Subject to stadium, city and country regulations.
- 8.3.9. Beauty cam: Fixed camera mounted high in the stadium to give a panoramic static shot of the stadium.
- 8.3.10. Steadicams: Two Steadicams along the touchline, one covering each half of the field of play and located on the same side as the main camera.
- 8.3.11. Club bench: Once fixed camera inside each clubs' bench may be positioned to cover the substitute players and officials.



- 8.3.12. PICO camera: A camera behind the goals mounted on a small pole that allows to film at high speed without interfering with the match.
- 8.3.13. Tunnel camera: A camera in the area between the field of play and the dressing room area (or the players' tunnel) may be used before the teams exit the tunnel at the start of the first and second half.
- 8.3.14. Arrival camera: A camera in the area between the club arrival area and the dressing rooms may be used as players and officials exit the official club transport and on their way to the dressing rooms.

8.4. Commentary positions and broadcast booths

The host club must make available to Concacaf and its rights holders all the available commentary positions and broadcast booths in the match stadiums. In cases where the booths are owned/operated by broadcasters, it will be the host club's responsibility to make all these commentary positions and booths available to Concacaf.

8.5. Power supply

The host club must provide, free of charge, the necessary power and back-up power to the host broadcast truck(s). In addition, they must provide the required power to the commentary positions, field of play presentation positions and flash interview areas.

8.6. Telephone lines

The host clubs must provide, free of charge, two fixed phone lines, with international dialing access by the host broadcast tv truck position. These telephone lines cannot be shared and must be ready for use 36 hours prior to the official kick off time.

8.7. Internet

The host clubs must provide, free of charge, one 20 MB download and upload internet line and one 5 MB download and upload internet line by the host broadcast tv truck parking position. These internet lines cannot be shared and must be ready for use 24 hours prior to the official kick off time.

8.8. Parking

In principle, the host club must provide, free of charge, a parking area for at least three expandable tv trucks, three uplink truck and ten commercial vehicles. Some matches may require more space than the minimum set out above. In such cases, clubs are asked to provide full support to meet these additional needs.

9. MEDIA RIGHTS, VIDEO RECORDINGS AND LIVE BROADCASTS

9.1. Media rights

Concacaf owns and retains exclusive control over all media rights, including all forms of television, radio, internet and mobile platforms (including match trackers).



Clubs wishing to operate any video devices must adhere to the competition media regulations.

9.2. Pre-match media activities

On the day before each match, clubs may record footage of all official pre-match media activities described in Article 4. of the competition media regulations.

9.3. Match day video recordings

Under no circumstance may a club record footage or do live streaming from any area within the match stadium, this includes any portion of a match. Clubs wishing to obtain match highlights/footage must contact Concacaf and the corresponding tv rights holder in their territory.

9.4. Special projects

Clubs wishing to operate any video recording device(s) for any other purposes than those described in the competition media regulations, including but not limited to special projects, must seek and receive written approval from Concacaf and the corresponding tv rights holder in its territory. Additionally, footage gathered could be subject to further rights clearance, depending on its intended use.

9.5. Technical filming

Each club will be permitted to use one designated camera to make a technical copy of a match. The technical filming must take place from a position pre-determined by Concacaf. The accredited club member making the recording must wear the competition club video bib.

Depending on the available camera spaces, clubs may be allowed to make a technical copy of other matches in which they are not participating. Priority for the available camera positions will be given to the host broadcaster, rights holders and the clubs competing in the match. All other available positions will be assigned in the order in which requests are received.

Under no circumstance can footage obtained via technical filming be used for editorial or promotional purposes.

10. EXPULSIONS AND SUSPENSIONS

10.1. General

Each club must ensure that sent off and suspended players/club officials adhere to the Disciplinary Matters Circular regarding participation in official media activities.

10.2. Sent off player/official

A player/official who has been sent off may not participate in any match day media activities.



10.3. Suspended player/official

A player/official who is serving a match suspension may participate in the official pre-match media activities described in the competition media regulations. On match day, they may not participate in any media activities.

11. VIOLATIONS

11.1. Fines and disciplinary action

Violations of the media regulations, as well as amendments, guidelines and circulars published separately, are subject to fines and further disciplinary action may be applied by the Concacaf Disciplinary Committee, as described in the competition regulations.

12. AMENDMENTS

12.1. Amendments and circulars

Upon notification to the clubs, Concacaf may amend these regulations at any time and at its own discretion. Concacaf, at any time prior/during the competition and at its own discretion, remains entitled to publish guidelines and circulars specifying these media regulations or parts hereof.

13. AUTHORITATIVE COPY

13.1. Translations

In cases where these regulations are translated into multiple languages, the English version will be the authoritative copy.