



Concacaf

Media Regulations

2023 - English

Table of Contents

Part A: DEFINITIONS	3
1. GENERAL	5
1.1. Term of these Media Regulations	5
1.2. Media cooperation	5
1.3. Communications with the public and media	5
1.4. Competition communications	5
1.5. Team Media Officer	5
1.6. Media accreditation	5
2. PROMOTIONAL INFORMATION AND ACTIVITIES	6
2.1. Interview requests	6
2.2. Arrival in Competition territory	6
2.3. Green screen filming	6
2.4. Information and images	6
3. MATCH DAY -1 MEDIA ACTIVITIES	6
3.1. General	6
3.2. Press conferences	6
3.3. Training sessions	6
3.4. Media activities for the Final Competition Match	7
3.5. Other media activities	7
4. MATCH DAY MEDIA ACTIVITIES	7
4.1. General	7
4.2. Filming before each Competition Match	7
4.3. Flash interviews before each Competition Match	7
4.4. Team starting eleven photos	7
4.5. Flash interviews during half time of each Competition Match	7
4.6. Flash interviews after each Competition Match	7
4.7. Post-match press conference	8
4.8. Post-match mixed zone	8
4.9. Other media activities	8
4.10. Dressing room access for filming/photography for winning Team	8
5. PROHIBITIONS, MEDIA RIGHTS, VIDEO RECORDINGS AND LIVE BROADCASTS	8
5.1. Dressing rooms and Competition areas	8
5.2. Media rights	8
5.3. Video recordings	8
5.4. Technical filming	9

6. COMPETITION STADIUM MEDIA FACILITIES AND SERVICES.....	9
6.1. General.....	9
6.2. Internet.....	9
6.3. Media seating.....	9
6.4. Photographer room/working area.....	9
6.5. Press conference room.....	9
6.6. Media will call.....	10
6.7. Media parking.....	10
7. HOST BROADCAST FACILITIES AND SERVICES	10
7.1. General.....	10
7.2. Host Broadcaster.....	10
7.3. Inspection and production setup.....	10
7.6. Power supply.....	10
7.7. Telephone lines.....	10
7.8. Internet.....	10
7.9. HB Parking.....	11
8. EXPULSIONS AND SUSPENSIONS	11
8.1. Disciplinary matters circular.....	11
9. MISCELLANEOUS.....	11
9.1. Principles.....	11
9.2. Fines and disciplinary action.....	11
9.3. Amendments and circulars.....	11
9.4. Translations.....	11
9.5. Future editions of Competition.....	11

Part A: DEFINITIONS

“**Competition**” means the 2023 Concacaf Caribbean Cup.

“**Competition Matches**” means all matches held in the Competition.

“**Competition Name**” means the following official name of the Competition:

- the word mark “2023 Concacaf Caribbean Cup” (including the equivalent in all languages).

“**Competition Period**” means the period starting fourteen (14) days prior to the first Competition Match and ending five (5) days following the final Competition Match.

“**Competition Regulations**” means the “2023 Concacaf Caribbean Cup Regulations” as issued by Concacaf, being the binding regulations for the 2023 Concacaf Caribbean Cup regulating the rights, duties and responsibilities of all Participating Teams in the Competition.

“**Competition Stadium**” means any stadium at which Competition Matches are held, including all areas that are inside the outer security perimeter of the stadium.

“**Competition Territory**” means the territories in which the Competition is held.

“**Controlled Area**” means any of the following areas: (i) any Competition Stadium, (ii) any Official Training Site, (iii) any location where an Official Concacaf Media Activity is held, (iv) any location where official events are held, and (v) any areas where official Competition accreditation is required to enable access (including, without limitation, the team dressing rooms, stands, mixed zones, interview rooms, media and television centers and VIP rooms) and the location of any official Competition-related Concacaf functions, press conferences and media events.

“**Concacaf Officials**” means collectively: (i) Concacaf staff and further Concacaf officials or accredited appointees of Concacaf, (ii) all appointed match officials, including referees, assistant referees, fourth officials, fifth officials as well as any additional assistant referees, and (iii) any other individual being a member of the Concacaf delegation.

“**Concacaf TV Film Crews**” means those film crews selected by, and under the control of, Concacaf and/or its nominees who have been appointed to collect from within any Controlled Area as determined by Concacaf.

“**Match Day**” means any calendar day during the Competition Period on which a Participating Team is scheduled to play a Competition Match.

“**Rights Holders**” means any entity that is granted by Concacaf a license to the Media Rights (or any part thereof) in relation to the Competition to exercise in certain territories (or any part thereof) during a certain rights period.

“**Member Association**” means any national football association affiliated to Concacaf, irrespective of whether its representative team is participating in the Competition.

“Official Media Activity” means any media activity, such as press conferences or interviews, held at a Competition Stadium or an Official Training Site, no matter who operates such press conference or interview, and any press conference or interview that is operated and/or controlled by Concacaf, no matter where such media activity takes place.

“Official Training Site” means any training ground made available to Participating Teams by Concacaf for the purposes of training (including all facilities at or adjacent to the training ground), but specifically excluding Competition Stadiums.

“Participating Team” means a Member Association or Club that will participate in the Competition.

“Host Participating Team” means a Member Association or Club that will participate in the Competition and will organize, host and stage a Competition Match.

“Team Media Activity” means any media activity, such as press conferences or interviews, operated by or on behalf of a Participating Team and which is not an Official Concacaf Media Activity.

“Team Delegation” means, collectively, all Team Delegation Members of a Participating Team.

“Team Delegation Member” means the players, coaches, managers, officials, media officers, representatives, and guests of a Participating Team.

1. GENERAL

- 1.1. Term of these Media Regulations: These Media Regulations are in force for the entire Competition Period, including Match Days and non-Match Days.
- 1.2. Media cooperation: Participating Teams (“Team”) must assist and must ensure that each Team Delegation Member assists, to the best possible extent, Concacaf TV Film Crews and its Media Rights Holders appointed by Concacaf, and accredited media representatives in their media activities during the Competition.
- 1.3. Communications with the public and media: Teams must make specific attempts in their communications with the public and media to respect and comply with all the Competition Regulations and Guidelines in terms of branding and communications. Team Delegation Members must refrain from making public comments that could be construed as negative regarding Concacaf and the organization and/or execution of the Competition, including but not limited to refereeing and logistical matters.
 - (i) Any intentional act by any Team or Team Delegation Member that could be considered disrespectful towards media members, or the Competition, is strictly prohibited.
- 1.4. Competition communications: The Concacaf Communications Department (“Concacaf Media”) will be responsible for all official Competition related communications. This includes, but is not limited to, communications regarding Competition protocols, or should it be required, any communication pertaining to a crisis or emergency incident which takes place during the Competition Period. Teams must liaise with Concacaf Media prior to issuing any public statement regarding the Competition.
- 1.5. Team Media Officer: Teams must include an English-speaking Team Media Officer (“TMO”) in their Team Delegation to act as a link between the Team, Concacaf Media Officers (“CMO”), and accredited media. TMOs must be present at all Competition Matches, official training sessions, and official media activities to coordinate and support all media arrangements.
- 1.6. Media accreditation: The media accreditation process for all Competition matches, except for the Final Competition Match (second leg only if it’s a home and away series), must be conducted by the Host Team for each match. Teams must provide an equal amount of attention to all media applications and the total number of accreditations issued shall be limited according to the capacity of the stadium’s media areas.

No later than thirty-six (36) hours prior to each Competition Match, the Host Team must share with Concacaf Media and the relevant CMOs, in writing, a final list of credentialed media members (list must include full name, email, and media organization all applicants).

Furthermore, Concacaf shall manage the Media Rights Holder’s accreditation process and, if applicable, will provide the Host Team a list of approved applications prior to each Competition Match.

Acceptance of a Competition Media Accreditation expressly implies agreement to work by all Competition Media Regulations and Guidelines.

2. PROMOTIONAL INFORMATION AND ACTIVITIES

- 2.1. Interview requests: Teams must fully cooperate, to the best possible extent, with access and interview requests from Concacaf Media and Media Rights Holders at any time during the Competition Period.
- 2.2. Arrival in Competition territory: On the day of its arrival in the Competition Territory, Teams may be requested to conduct an interview with a Concacaf TV Film Crew. The head coach and at least one (1) player who is likely to be a member of the starting eleven for the first Competition Match must be available for interviews.
- 2.3. Green screen filming: In the days prior to their first Competition Match, Teams must provide the Competition's Host Broadcaster ("HB") access to all its players and coaching staff to gather video content. The exact format, requirements, and schedule will be defined and communicated, in writing, by Concacaf.
- 2.4. Information and images: Teams must, at the request of Concacaf, provide information and imagery regarding the Team and Team Delegation Members, and any further data requested by Concacaf for promotional purposes. All content must be provided free of charge.

3. MATCH DAY -1 MEDIA ACTIVITIES

- 3.1. General: Each Team must take part in, and support, all Match Day -1 ("MD-1") activities described in these Media Regulations.
- 3.2. Press conferences: An official press conference will be organized and scheduled by Concacaf in the relevant Competition Stadium on all MD-1's. This press conference must be attended by the Team's head coach and at least one (1) player likely to be a member of the starting eleven for the respective Competition match.
 - (i) A Team shall be allowed, upon written request from the TMO and approval from Concacaf Media, to host a MD-1 press conference at an alternate location. For instances in which a request is approved by Concacaf Media, the Team shall be responsible for providing the necessary infrastructure to conduct this official media activity, as determined by Concacaf Media.
- 3.3. Training sessions: All MD-1 official team training sessions must be open to the media for at least fifteen (15) minutes following its commencement. Teams must inform the relevant CMOs, in writing, if it intends to exclude media representatives from a training session after providing them with fifteen (15) minutes' access.
 - (i) In cases where a Team does not intend to hold a MD-1 training session, the training session on the previous day (MD-2) shall be considered as the official training session. Concacaf Media must be informed in advance, in writing.
 - (ii) Competition Stadium walk-throughs and/or any Competition Stadium activity on MD-1 shall not replace the requirement to open to media official training sessions.
 - (iii) Competition Stadium walk-throughs shall be open to media in its entirety.
 - (iv) Under no circumstances shall media representatives be permitted to enter the field, during or after official training sessions.

- 3.4. Media activities for the Final Competition Match: The two (2) Teams that qualify for the Final Competition Match will be required to take part in additional official media activities organized by Concacaf. Details regarding these media activities and their corresponding schedules will be communicated by Concacaf Media, in writing, to the relevant teams in due course.
- 3.5. Other media activities: In addition to official media activities, Teams may organize other media activities, but these may not replace or be scheduled at the same time as Competition official media activities. All Team media or promotional activities must be undertaken while complying with all the Competition Regulations and Guidelines.

4. MATCH DAY MEDIA ACTIVITIES

- 4.1. General: Each Team must take part in, and support, all Match Day (“MD”) activities described in these Media Regulations.
- 4.2. Filming before each Competition Match: Teams must fully participate in pre-match filming activities coordinated by Concacaf, as follows:
- (i) Sufficiently in advance prior to the arrival of the Team buses to the Competition Stadium, the HB shall be granted access to the Teams dressing rooms for filming and unilateral stand-up interviews by Media Rights Holders.
 - (ii) Concacaf TV Film Crews and photographers, and videographers working for Concacaf shall also be granted access to the dressing rooms at the same time as the HB is granted access.
 - (iii) Team Delegation Members will be filmed immediately upon the arrival to the Competition Stadium and on their way to their dressing room. Only the HB and Concacaf TV Film Crews shall have access to film this activity.
- 4.3. Flash interviews before each Competition Match: Teams must fully participate in pre-match interviews coordinated by Concacaf, as follows:
- (i) Upon the arrival of the Teams’ buses to the Competition Stadium, the Team’s head coach and one (1) player (likely to be a member of the starting eleven of the relevant Competition Match) shall participate in a interview with the HB. Sufficiently in advance before arriving in the Competition Stadium, each Team’s TMO must communicate to the relevant CMOs, in writing, the name of the player that will participate in the arrival interview.
- 4.4. Team starting eleven photos: Teams must line up for a starting eleven photo following the pre match protocol and before the captain’s coin toss.
- 4.5. Flash interviews during half time of each Competition Match: During the half time of each Competition Match, the Team’s head coach or selected Team Delegation Member may be requested for a half time flash interview with the HB. These half time interviews are subject to the agreement of the relevant Team.
- 4.6. Flash interviews after each Competition Match: Teams must fully participate in post-match interviews coordinated by Concacaf, as follows:

- (i) Immediately after each match on the field or its vicinity, Teams must make available their head coach and at least one (1) key player (a player who had a decisive influence on the result).
- (ii) Immediately after each match in the players' tunnel or close to the team dressing rooms, Teams must make available at least three (3) key players (players who had a decisive influence on the result).

Players selected for doping control must remain available for flash interviews immediately following the match and, if applicable, for other official Concacaf Media activities (prior to doping control, accompanied by an official chaperone and a CMO).

- 4.7. Post-match press conference: The Team's head coach must attend the official post-match press conference. The press conference will start no later than 15 minutes after the end of the match and, in principle, the head coach of the winning Team will go first. In case of a tie or in special circumstances, the relevant CMOs may invert or decide the order.
- 4.8. Post-match mixed zone: After each Competition Match, and after having entered and left their dressing rooms, all players must pass through the mixed zone prior to departing the Competition Stadium and/or performing any other activities.
 - (i) TMOs shall be responsible for ensuring that all eligible players comply with the post-match mixed zone requirement no more than 60 minutes after the end of each Competition Match.
- 4.9. Other media activities: Teams must fulfil all interview requests from Concacaf and Media Rights Holders before conducting interviews with any official Team platforms. Team organized interviews are not permitted in Controlled Areas.
- 4.10. Dressing room access for filming/photography for winning Team: For the Final Competition Match, the winning Team shall grant a Concacaf TV Film Crew access to its dressing room for filming and photography purposes immediately following its return to the dressing room after the Match for a duration of approximately ten (10) minutes. During its stay in the dressing room, the Concacaf TV Film Crew will respect the privacy of Team Delegation Members and shall act as non-intrusively as possible in a manner to be agreed upon with the TMO.

5. PROHIBITIONS, MEDIA RIGHTS, VIDEO RECORDINGS AND LIVE BROADCASTS

- 5.1. Dressing rooms and Competition areas: All dressing rooms (Teams and Concacaf Officials) are off limits to media members before, during and after all Competition matches. No media representatives will be allowed in the Team competition areas, except for a limited number of staff equipped with the appropriate accreditation and bib.
- 5.2. 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). Teams wishing to operate any video devices must adhere to these Media Regulations and any Guidelines which may be published separately.
- 5.3. Video recordings: Teams wishing to operate any video recording device(s) for any other purposes than those permitted in these Media Regulations, including but not limited to special projects, must seek, and receive written approval from Concacaf Media, the Concacaf Broadcast

Department (“Concacaf Broadcast”) and the corresponding Media Rights Holders in its territory. Furthermore, footage gathered shall be subject to further rights clearance, depending on its intended use.

- (i) On MD-1, Teams shall be permitted to record footage of all official media activities. Under no circumstance may any of these activities be live streamed or broadcast by the Teams.
- (ii) On MD, Teams shall not be permitted to record footage or live stream and broadcast from any Controlled Area, this includes any portion of a Competition Match.

Teams wishing to obtain match highlights must contact Concacaf Broadcast and the corresponding Media Rights Holders in their territory.

5.4. Technical filming: Teams shall be permitted to use one designated camera to make a technical copy of their Competition Matches. Technical filming shall take place from a position pre-determined by Concacaf and the accredited Team Delegate making the recording must wear the Competition Team Video Bib.

- (i) Subject to space availability, Teams may be allowed to make a technical copy of other Competition Matches in which they are not participating. Priority for the available camera positions will be given to the HB, Media Rights Holders and the Teams competing in the relevant Competition Match. All other available positions will be assigned on first come, first served basis.
- (ii) Under no circumstance may footage obtained via technical filming be used for editorial or promotional purposes.

6. COMPETITION STADIUM MEDIA FACILITIES AND SERVICES

6.1. General: Each Host Team must provide, and manage, all Competition Stadium media facilities described in these Media Regulations. This includes instances in which the Competition Stadium selected by the Host Team is under the control of a third party.

6.2. Internet: Host Teams must ensure that all Competition Stadium Controlled Media Areas are equipped with a stable Wi-Fi internet connection. These internet connections shall be dedicated for media use, password protected and free of charge.

6.3. Media seating: Host Teams must provide to all accredited media an adequate seat in a separate and secure area, with a clear and unobstructed view of the whole field. To the best possible extent, these seats must be equipped with desks and power supply.

6.4. Photographer room/working area: Host Teams must provide to all accredited photographers a room or area to work from. The room or working area must be equipped with desks and power outlets.

Photographer field positions during Competition Matches shall be determined by the CMOs and communicated, in writing, to the TMOs.

6.5. Press conference room: Host Teams must make available an adequate room for pre- and post-match press conferences, starting the morning of MD -1.

- (i) Host Teams shall be responsible for providing the necessary technical infrastructure and services necessary to conduct the press conferences in person and virtually. This includes, but it not limited to a stable and dedicated internet connection (capable of Livestreaming in HD), laptop computer or tablet, professional video camera (built into a device or a separate webcam), microphone (built into the device or separate) and the Zoom app installed on the device.
- 6.6. Media will call: Host Teams must designate a media will call window or booth, preferably at or near the Competition Stadium’s media entrance. Host Teams will be required to distribute, in coordination with the CMOs, Concacaf media credentials and bibs to approved media members on MD.
- 6.7. Media parking: Host Teams must, to the best possible extent, provide appropriate parking to accredited media members.

7. HOST BROADCAST FACILITIES AND SERVICES

- 7.1. General: Each Host Team must support the HB TV production and ensure that the necessary resources and facilities are in place as described in these Media Regulations.
- 7.2. Host Broadcaster: For each Competition Match, the Concacaf Broadcast will designate a HB that shall manage the TV production.
- 7.3. Inspection and production setup: Host Teams must provide access to its Competition Stadium for inspection and production setup. Furthermore, prior to every Competition Match, Host Teams must make available its most senior operations manager for a planning meeting.
- 7.4. Camera positions: Host Teams shall guarantee that its Competition Stadium can accommodate the camera position plan provided by the HB.
- 7.5. Commentary positions and broadcast booths: Host Teams shall make available to Concacaf and its Media Rights Holders all Competition Stadium commentary positions and broadcast booths. In cases where the booths are owned or operated by a third party, it will be the Host Team’s responsibility to ensure these positions and booths are available to Concacaf.
- 7.6. Power supply: Host Teams must provide, free of charge, the necessary power and back-up power to the HB truck(s), commentary positions, field of play presentation positions and flash interview areas.
- 7.7. Telephone lines: Host Teams must provide, free of charge, two fixed phone lines, with international dialing access by the HB TV truck(s) position(s). These telephone lines cannot be shared and must be ready for use 36 hours prior to the official kick off time.
- 7.8. Internet: Host Teams must provide the HB Truck, free of charge, two dedicated internet lines which shall be ready for use 24 hours prior to the scheduled kick off time.
- (i) One (1) twenty (20) megabytes download and upload
 - (ii) One (1) five (5) megabytes download and upload

7.9. HB Parking: Host Teams must provide, free of charge, a parking area for at least three (3) expandable TV trucks, three (3) uplink truck and ten (10) commercial vehicles. Some Competition Matches may require more space than the minimum set out above. In such cases, the Host Team, to the best possible extent, shall provide full support to meet these additional requirements.

8. EXPULSIONS AND SUSPENSIONS

8.1. Disciplinary matters circular: Teams must ensure that sent off and suspended Team Delegation Members (players or officials) adhere to the Competition Regulations and the Disciplinary Matters Circular regarding participation in official media activities.

- (i) A Team Delegation Member (player or official) who has been sent off shall not participate in any Match Day official media/tv activity.
- (ii) A Team Delegation Member (player or official) who is serving a match suspension shall be allowed to participate in Match Day -1 official media/tv activities. On Match Day, they shall not be allowed to participate in any official media/tv activity.

9. MISCELLANEOUS

9.1. Principles: Each Team shall ensure that all its Team Delegation Members have read and understood these Media Regulations. Teams are responsible for the full compliance of their Team Delegation Members, their Affiliates and/or any contracted third parties with these Media Regulations as well as with any further guidelines, directives and decisions issued by Concacaf.

9.2. Fines and disciplinary action: Any violations of these Media Regulations, as well as amendments, guidelines and circulars published separately, are subject to fines. Further disciplinary action may be taken by the Concacaf Disciplinary Committee, as described in the Competition Regulations.

9.3. Amendments and circulars: Upon notification to the Teams, Concacaf may amend these Media 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.

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

9.5. Future editions of Competition: These Media Regulations apply only to the Competition (and any Competition-related events as described herein) and shall not apply, or be deemed to apply, to future editions of the Competition. Nothing in these Media Regulations may be relied upon, or set any precedent, in relation to any Concacaf Competition other than the Competition.