



## **Goodwood Racecourse**

### **Guidelines for Media Accreditation 2019**

Thank you for your interest in applying for accreditation for 2019 Goodwood Racecourse fixtures. Applicants for media accreditation are asked to carefully read these guidelines before submitting their online application.

Please note that any TV and video media accreditation requests should come directly to the PR team (email below).

#### **1. THE ACCREDITATION PROCESS**

#### **2. ACCREDITATION PRINCIPLES**

#### **3. ACCREDITATION PROCEDURE**

#### **4. PHOTOGRAPHERS**

#### **5. KEY ACCREDITATION DATES**

## 1. THE ACCREDITATION PROCESS

All national and international accreditation requests from media outlets must be made online via: <https://www.goodwood.com/media-centre/login/>

First-time applicants must register by opening a media account before any request for an event accreditation can be submitted.

After opening a media account, you will be able to apply for accreditation for each of Goodwood Racecourse's 19 fixture dates.

Applicants will be asked to upload a number of documents as part of the application. Only once all the documents have been submitted, will the application be examined.

**RCA (Racecourse Association) press badges are valid for entry to all race meetings EXCEPT the Qatar Goodwood Festival. Those with RCA press badges will still need to submit an application for this event.**

## 2. ACCREDITATION PRINCIPLES

**Goodwood consider the press pass to be a working tool to be used only by professional members of the press and media.**

Goodwood Racecourse will consider applications from editorial outlets of a nature that is relevant to either the sport of horseracing or the content/themes of a given raceday.

Applications made for commercial purposes, e.g. marketing, will not be considered unless commissioned by a Racecourse partner/sponsor.

Internal company magazines and newsletters may only be considered if the quality and circulation justify, or where the company is a partner/sponsor of the Racecourse.

Goodwood reserves the right to refuse any accreditation request considered inappropriate to Racecourse fixtures and to ask for additional information about the applicant.

**Successful prior media accreditation at Goodwood events does not guarantee accreditation for future events.**

## 3. ACCREDITATION PROCEDURE

Every accreditation request for Goodwood Racecourse fixtures must be supported by the following documentation:

### **A PASSPORT-STYLE PHOTO**

A clearly identifiable passport-style photo of the applicant is requested for security reasons.

### **A COMMISSIONING LETTER**

A formal letter on headed paper by the editor of the media outlet commissioning the applicant to cover the event.

This letter must include:

1. The name of the representative(s) who will be covering the event.

2. Details of the applicant's role at the organisation, e.g. journalist, photographer etc.
3. Information on the publication to include circulation, frequency, unique monthly visitors, following, audience demographic etc
4. Web URLs

Any video media accreditation requests should come directly to the PR team (email below).

### **PROOF OF COVERAGE**

If the applicant has previously attended Goodwood Racecourse fixtures, a credited article must be uploaded as part of the application.

If the applicant has never attended Goodwood events before, a credited, relevant article must be uploaded in the application.

Articles must have been published within the past two years.

Photographers must provide credited evidence of work at past Goodwood Racecourse fixtures or, in the absence of this, evidence of prior relevant work, published within the past two years.

## **4. RCA PRESS BADGES**

### **4.1 Qatar Goodwood Festival**

Holders of a valid RCA press badge **still need to apply** for Qatar Goodwood Festival press accreditation, via the accreditation system.

<https://www.goodwood.com/media-centre/login/>

However, only two supporting items are required. These are:

#### **A PASSPORT-STYLE PHOTO**

A clearly identifiable passport-style photo of the applicant is requested for security reasons.

#### **YOUR RCA PRESS BADGE NUMBER**

RCA 'P' car park labels **ARE** valid for the Qatar Goodwood Festival and all other fixtures, but parking is offered on a first come, first served basis. There is an overflow press car park for those who cannot get a place in car park 4 or those without an RCA 'P' label.

**Retired journalists/photographers** with RCA badges need to contact Abbie Hansford (email below) to obtain a Richmond Badge. Your metal RCA badge will not be valid for entry. The Richmond Badge will allow access to the event, but not into the media installations.

### **4.2 All other fixtures**

Holders of a valid RCA press badge do not need to apply for accreditation for fixtures outside the Qatar Goodwood Festival. This also applies to retired journalists/photographers with an RCA metal badge.

## 4. PHOTOGRAPHERS

Photographers will be issued with a numbered tabard on event. Photographers **must** wear these tabards at all times.

Goodwood requires photographers to provide evidence of Public Liability Insurance for a minimum of £1,000,000.

**Photographers must supply a copy of their Public Liability Insurance Certificate when they sign in to the Press Room or Media Centre for the first time each season.** Failure to do this will mean that Goodwood Racecourse is unable to provide a photography tabard.

**Photographers with RCA badges do not need to supply a copy of the Public Liability Insurance.**

Photographers failing to display their tabard correctly will be asked to leave the restricted areas and may have their tabard removed.

Anyone not returning a tabard at the end of their allocated session will lose their tabard privileges for the remainder of the fixture and may face further sanctions at the discretion of the organisers.

## 5. KEY ACCREDITATION DATES

Goodwood events	Accreditation Opens	Accreditation Closes
Opening Saturday	1 February	2 May
A Festival of Food & Horseracing	1 February	21 May
Family Race Day	1 February	6 June
Three Friday Nights	1 February	5 June – 12 June – 19 June
<b>Qatar Goodwood Festival</b>	<b>1 February</b>	<b>19 July</b>
August Bank Holiday Weekend	1 February	21 August
Midweek Racing	1 February	30 August & 23 September
Season Finale	1 February	10 October

**Late or incomplete requests will not be considered.**

For more horseracing media accreditation information, please contact Abbie Hansford – [Abbie.hansford@goodwood.com](mailto:Abbie.hansford@goodwood.com)

For TV accreditation requests, please contact the Goodwood PR team directly – [media@goodwood.com](mailto:media@goodwood.com)