

QWA ZONES AND LANYARD SYSTEM

The QWA zone and lanyard system is designed to support member protection, child safeguarding, and a high-quality event experience for all participants. By clearly defining access areas and assigning colour-coded lanyards to specific roles, we ensure that athletes have protected preparation spaces, children are kept safe from unauthorised contact, and officials and volunteers can carry out their responsibilities without interference.

Each zone has a purpose, and each lanyard grants access only where necessary for that role. This helps maintain a safe, respectful, and well-organised environment. All attendees are expected to wear their lanyard visibly and remain within their designated zones. Any questions or concerns should be directed to the Member Protection and Information Officer (MPIO).

ZONES

Zone	Description	Typical Access
<i>A – Athlete Zone</i>	Warm-up platforms, weigh-in, change rooms	Athletes and accredited coaches
<i>B – Field of Play</i>	Competition platform, jury area, referees, score table, marshals table	Officials, medical, integrity personnel, observers
<i>C – Media & Marshalling</i>	Interface between athletes, coaches, media, and key personnel post-session	Athletes, coaches, media, MPIO, VIPs
<i>D – Public</i>	Entry, foyer, seating, amenities	General attendees (no lanyard required)
<i>E – Back-of-House</i>	Officials respite area, storage, administration	Event staff and contractors

LANYARD COLOURS & ROLE ACCESS

Lanyard Colour	Role Title	Zone Access	Purpose	Check-in Controls
<i>Black</i>	Event Director <i>Event Dir.</i>	A B C D E	Full access across all zones. Responsible for event operations, logistics, coordination, and escalation support.	<ul style="list-style-type: none"> • Confirm name on approved event operations list- Issue only one per event • Provide event operations pack (run sheet,

			<p>emergency contacts)</p> <p>Return Lanyard:</p> <ul style="list-style-type: none"> Final Person to return lanyard, after event pack-down and post-event debrief.
<i>Purple</i>	<p>Member Protection & Information Officer</p> <p><i>MPIO</i></p>	<p>A B C D E</p> <p>Primary integrity and safeguarding lead. Handles complaints, behavioural concerns, and welfare matters.</p>	<ul style="list-style-type: none"> Confirm current MPIO accreditation (record sighting) Provide briefing pack on reporting procedures and safeguarding roles Introduce to key personnel (ED, Independent Observer) <p>Return Lanyard:</p> <ul style="list-style-type: none"> At the end of the event, or once their presence is no longer required for safeguarding duties.
<i>Dark Navy</i>	<p>Technical Official</p> <p><i>Tech Official</i></p>	<p>A B E</p> <p>Referees, jury members, marshals, and scoring officials directly involved in competition delivery.</p>	<ul style="list-style-type: none"> Confirm assignment on official roster Record attendance against session <p>Return Lanyard:</p> <ul style="list-style-type: none"> At the end of their assigned session(s), the day, or the event.
<i>Forest Green</i>	<p>Coach</p>	<p>A C</p> <p>Access to warm-up and mixed zones only. Assigned to one or more athletes. May</p>	<p>On entry to warm up area:</p>

			<p>only enter Field of Play to visit the marshal table or when assigned athlete is on the platform.</p> <ul style="list-style-type: none"> • Confirm name matches athlete's registration • Check valid coach accreditation • Limit to max. 1 coach per athlete • Provide warm-up zone and mixed zone access rules <p>Return Lanyard:</p> <ul style="list-style-type: none"> • After their athlete(s) have completed their session and left the warm-up/mixed zone. 	
<i>Light Green</i>	Coach Assistant	A	<p>Access to warm-up zone only. Assigned to one athlete. May only access Field of Play when visiting the marshals table or assigned athlete is on the platform.</p>	<p>On entry to warm up area:</p> <ul style="list-style-type: none"> • Confirm name matches athlete's registration • Confirm valid coach-assistant supervision. • Limit to max. 2 assistants per athlete <p>Return Lanyard:</p> <ul style="list-style-type: none"> • After their athlete have completed their session and left the warm-up/mixed zone.
<i>Crimson Red</i>	Athlete	A C	<p>Verified competitors. Access to warm-up and mixed zone only. No access to Field of Play unless competing.</p>	<p>At Weigh-in:</p> <ul style="list-style-type: none"> • Match name to start list and weigh-in schedule • Explain movement limits (A + C zones only)

			<ul style="list-style-type: none"> • Confirm coach and coach assistant details my <p>Return lanyard:</p> <ul style="list-style-type: none"> • Immediately after the conclusion of their session (e.g. after cooling down or exiting the mixed zone).
<i>Turquoise</i>	Medical / Physio	A B C E	<p>Emergency access for medical care in athlete areas and Field of Play. Not involved in event operations.</p> <ul style="list-style-type: none"> • Confirm name and approval on medical team list • Check qualifications/ insurance where required • Brief on location of medical station, emergency exits, and reporting chain <p>Return Lanyard:</p> <ul style="list-style-type: none"> • At the end of scheduled coverage or when officially signed-off by the Event Director.
<i>Gold</i>	Media	C D	<p>Access to public and mixed zones only. Must be escorted for any proximity to Field of Play.</p> <ul style="list-style-type: none"> • Confirm name on approved media list • Record intended use (e.g. club, sponsor, official event photographer) • Provide media and consent guidelines • Remind: No access warm-up unless escorted

			<p>Return Lanyard:</p> <ul style="list-style-type: none"> • After the final approved filming/ photography period ends, or at the end of the day.
<i>White</i>	Volunteer	D E	<p>General event support: merchandise, front-of-house, raffles, etc. No access to athlete or competition zones.</p> <ul style="list-style-type: none"> • Check role assignment (store, front-of-house, raffle, etc.) • Brief on responsibilities, timing, and reporting chain • Provide map or info sheet on whom to contact for help <p>Return Lanyard:</p> <ul style="list-style-type: none"> • At the end of their scheduled shift (e.g. after pack-down or store close).
<i>Yellow</i>	Independent Observer <i>Ind Obs.</i>	A B C D	<p>Observes conduct of all parties. Neutral party not involved in competition execution. Reports to MPIO or Event Director.</p> <ul style="list-style-type: none"> • Provide briefing on neutrality, observation focus, and reporting pathway • Introduce to MPIO and Event Director • Confirm non-involvement in comp delivery <p>Return Lanyard:</p> <ul style="list-style-type: none"> • After completing all observation duties and submitting any reports to the MPIO.

To maintain the integrity of the accreditation system and ensure sustainability across events, all lanyards must be returned at the conclusion of each person's official duties.

Return Process

Return Point:

- All lanyards must be returned to the Accreditation Desk or designated Check-out Station.

Condition Check:

- Volunteers at the return station should check for damage and confirm return on the accreditation list.

Reissue or Reuse:

- Lanyards may be:
 - Held for reissue if a person is working multiple sessions or days.
 - Sanitised and stored if their duties are complete.

Lost Lanyards:

- Any lost or unreturned lanyards should be logged. Repeat non-returns may result in restricted access at future events.

KEY SAFEGUARDING & ACCESS RULES

- Zone A (Athlete/Warm-Up): Access restricted to Athletes (Red), Coaches (Green), Medical (Turquoise), Independent Observers (Yellow), MPIO (Purple), and Event Director (Black).
- Zone B (FOP): Access restricted to Technical Officials (Dark Navy), Medical (Turquoise), Independent Observers (Yellow), MPIO (Purple), and Event Director (Black).
- MPIO (Purple) is the first point of contact for any concerns around integrity, safeguarding, or behaviour.
- Event Director (Black) oversees logistics and general event coordination.
- Volunteers (White) support public-facing functions only and should not enter restricted zones.

MEMBER PROTECTION & INFORMATION OFFICER (MPIO)

Lanyard Colour: Purple

Zone Access: All

Primary Responsibilities:

- Act as first point of contact for complaints, concerns, or breaches of conduct.
- Ensure compliance with safeguarding and child protection procedures.
- Be visible and approachable to athletes, coaches, and volunteers.
- Respond to or escalate issues involving inappropriate behaviour, welfare, or harassment.
- Maintain confidentiality and professionalism at all times.
- Liaise with Event Director and Independent Observer where necessary.

Required Knowledge/Training:

- Current MPIO accreditation (Play by the Rules or equivalent)
- Familiarity with QWA's Code of Conduct and Safeguarding Policy
- Incident reporting process

INDEPENDENT OBSERVER

Lanyard Colour: Yellow

Zone Access: A, B, C, D

Primary Responsibilities:

- Monitor the Field of Play and Mixed Zone for breaches of conduct or culture.
- Remain neutral, non-involved in event operations or competition outcomes.
- Record observations discreetly and objectively.
- Report concerns or trends to MPIO or Event Director post-session.
- Help create an environment aligned with QWA's values: safety, respect, and inclusivity.

Required Attributes:

- Understanding of QWA competition culture and stakeholder roles
- Observational objectivity and discretion
- No current conflict of interest at the event

MEDIA – APPROVED PHOTOGRAPHER / VIDEOGRAPHER

Lanyard Colour: Gold

Zone Access: C, D

Primary Responsibilities

- Capture footage or images of the competition for use by QWA, clubs, or approved media outlets.
- Respect the performance environment by operating unobtrusively and without interfering with athletes, coaches, or officials.
- Uphold privacy, consent, and dignity of all subjects, especially minors and vulnerable individuals.
- Share content as per QWA's media guidelines or agreements.
- Act professionally and represent QWA and the sport positively in all public interactions.

Conduct Requirements

- Seek permission before photographing individuals in non-competition contexts (e.g., warm-up, candid shots).
- Avoid blocking pathways, interfering with referees, or positioning in restricted zones.
- Do not enter the Field of Play (Zone B) unless explicitly escorted and authorised.
- Ensure no content depicts athletes or volunteers in distress, undress, or unflattering/unprofessional settings.
- Maintain awareness of child protection guidelines: no unauthorised photos of minors, especially without parent/guardian consent.

Media Accreditation Conditions

- Must be pre-approved by QWA or host club and wear a Gold lanyard with visible ID at all times.
- Any misconduct, breaches of privacy, or safety concerns may result in immediate removal of access.
- Media must adhere to all directions from the Event Director, MPIO, or venue staff.
- Final content may be subject to review if used for promotional or official event documentation purposes.

Equipment Guidelines

- Camera flash must not be used on or near the competition platform.
- Use of tripods, stabilisers, or long lenses should not obstruct walkways, FOP view-lines, or technical tables.
- Drone footage must be pre-approved, insured, and operated by a certified pilot — if permitted by venue.