Jonesboro Public Schools Athletic Department

MEDIA & PHOTO CREDENTIAL PROCEDURE

To help protect our student-athletes, coaches, staff, and visitors, Jonesboro Public Schools has established the following media and photography credential procedures for all athletic events.

MEDIA CREDENTIAL REQUESTS- All requests for media and/or photo credentials must be submitted through the Jonesboro Public Schools Athletic Department.

- Requests should be submitted at least 10 days prior to the event.
- Credentials are reviewed and approved on a game-by-game basis only.
- Only fully accredited personnel who are directly involved in legitimate coverage of the athletic event will be considered.
- Approved individuals must be listed on the official media pass list before being admitted.
- A credential does not guarantee access to all areas of the facility.

CREDENTIAL PICK-UP & IDENTIFICATION

- Photo identification is required when picking up a media credential.
- Credentials are issued only to the individual for whom they were approved.
- Credentials may not be transferred, shared, or given to another person.
- JPS reserves the right to request identification at any time during the event.

PHOTOGRAPHY & MEDIA ACCESS- For the safety and privacy of our student-athletes:

- No photographers or media personnel are not allowed in locker rooms or dressing rooms at any time.
- Must remain in designated media areas.
- Media personnel may not enter team areas, player areas, athletic training areas, or other restricted areas without prior approval.
- Media personnel must not interfere with competition, coaching, officials, or the normal operation of the event.
- Media personnel must follow all instructions from JPS Administration, Security, Athletic Staff, Game Management, and Coaches.

CREDENTIAL REVOCATION- Jonesboro Public Schools reserves the right to immediately revoke a credential and/or remove an individual from the facility for:

1. Refusing to comply with directions from JPS Administration, Security, Staff, or Coaches.
2. Failing to meet the requirements of an accredited member of the media.
3. Providing false or misleading information when requesting credentials.
4. Entering restricted areas without authorization or interfering with the event, student-athletes, coaches, officials, or game operations.
5. Engaging in conduct that creates a safety, security, or student privacy concern.
6. Any individual under the age of 18, unless specifically approved in advance by JPS Athletic Administration.

STUDENT SAFETY & PRIVACY- Jonesboro Public Schools places the safety, security, and privacy of our students first. Media access is a privilege provided for legitimate athletic coverage and may be limited or denied when necessary to protect students or maintain a safe and orderly athletic environment.

Approval of a media credential does not override JPS facility rules, security procedures, student privacy requirements, or directions from JPS personnel. By accepting a credential, the credentialed individual acknowledges and agrees to follow this policy and all applicable JPS athletic event procedures.

Agreement to Rules- Must Read!!

- Does not guarantee admission.
- Does not guarantee field/court access.
- Does not allow access to locker rooms, team areas, sidelines, or restricted areas.
- Must be worn visibly.
- Is assigned to one individual and cannot be transferred.
- Must follow all school, conference, AAA/state association and facility rules.
- May be revoked for inappropriate behavior or failure to follow rules.
- Does not permit interfering with competition.
- Does not permit approaching student-athletes during competition.
- Does not permit interviews without school approval.
- Requires photographers to stay in designated areas and away from playing surfaces.
- Photographers must have company credentials on a lanyard and have photo ID

Event Requesting: _____ ***Date of Event***_____

Purpose of Coverage:

Media/Photographer Name: _____ Organization: _____

Email:_____ Contact Number_____

Company/ Organization Name_____

Editor/manager/contact person_____ & Number_____

- Letter of assignment or confirmation from organization, if applicable

Company Insurance Provider and Phone Number:_____

Website/ social media handles_____

Date_____Signature: _____

Are you selling photos and making money off of the Jonesboro Athletic Department? (please give details)

Type of Media
Have them check one:

- ☐ Newspaper/Print Media
- ☐ Television
- ☐ Radio
- ☐ Digital News/Media Organization
- ☐ School Media/Yearbook
- ☐ Freelance Photographer
- ☐ Freelance Videographer
- ☐ Social Media Creator/Influencer
- ☐ Parent/Family Photographer
- ☐ Other: _____

Professional Verification
Ask:

- Do you have a business license? ☐ Yes ☐ No
- Do you carry liability insurance? ☐ Yes ☐ No
- If yes, insurance company and policy information: _____
- Do you have professional credentials from another organization? ☐ Yes ☐ No
- Have you previously been credentialed by another school/state athletic association? ☐ Yes ☐ No

JPS Athletic Department Approval: _____ ***Yes/ No***

If approved you will be emailed with game information and an ID #_____