



Thank you for your coverage of Huntsville City Football Club (HCFC) events. Please familiarize yourself with the information and policies in this document to make your coverage go as efficiently as possible. These guidelines and policies are enforced by the Huntsville City Football Club (HCFC) Communications and Public Relations Department for the 2023 season.

If you have questions about the policies listed here, please do not hesitate to contact Huntsville City FC Communications at communications@huntsvillecityfc.com.

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GENERAL

Media are expected to follow the guidelines outlined in this document, as well as the instructions of Huntsville City FC Communications and Public Relations department, HCFC staff, Joe Davis Stadium employees, and security, at the risk of limitation of access or revocation of credentials.

Media credentials and access will be granted only to individuals with a legitimate working function at a match, training session, and event. The bearer must be on a specific assignment, Huntsville City FC reserves the right to ask for proof of assignment. Credentials are non-transferable. Any unauthorized use of a credential subjects' bearer to ejection from Joe Davis Stadium. Resale or attempted resale is grounds for seizure and cancellation.

The following actions may result in seizure of credential and/or ejection of its wearer from Joe Davis Stadium or training facility:

- Requesting autographs at any time
- Taking photographs with players/coaches
- Using credential for family or friends of working media members
- Conducting unauthorized interviews
- Unprofessional behavior (cheering in the press box, consumption of alcoholic beverages, failure to abide by posted rules, etc.)
- Media credentialed for access to shoot photographs, and video are expected to use professional equipment to file photographic or video accounts

MEDIA SERVICES

Press Releases: To be added to the Huntsville City FC media distribution list, please send an email request to communications@huntsvillecityfc.com. Press Releases can also be found on <https://www.mlsmnextpro.com/huntsvillecityfc/news/>. All press releases and content that include a dateline are posted on www.mlsmnextpro.com/huntsvillecityfc and can be republished by media in their entirety.

Interview requests: Media requesting interviews with players, coaches and executives should make arrangements with Huntsville City FC's Communications Department or the onsite press officer. When requesting and conducting interviews, the media should identify the organization that they are representing and provide advance notice if audio or video will be recorded for later distribution. All audio and video interviews are subject to Huntsville City FC' video guidelines, which are included in this document. All requests must be made at least 24 hours in advance. Any request made within 24 hours will be handled on a case-by-case basis. Only verified credentialed media will be granted interview access.

Content for Media: Media Resources for all MLS NEXT Pro content and footage such as training b-roll, interviews, photos, etc. can now be found on Imagen, MLS and MLS NEXT Pro's content platform. In order to access footage, you must create an account by clicking <https://mls.imagencloud.com/site/index>.

Video: In addition to the content uploaded to Imagen, media members are also welcome to embed videos that appear on <https://www.mlsmnextpro.com/huntsvillecityfc/>. Visit youtube.com/huntsvillecityfc and <https://www.mlsmnextpro.com/huntsvillecityfc/video> for the latest videos.

Huntsville City FC provides updates on the club's social media platforms that include breaking news and new content posted to www.mlsmnextpro.com/huntsvillecityfc. Media are welcome to repost this content, including play-by-play accounts.

Facebook: facebook.com/HuntsvilleCityFC

Instagram: instagram.com/huntsvillecityfc/

Twitter: twitter.com/HuntCityFC

Photography requests: Huntsville City FC maintains photos and portraits of players and coaches that can be requested by emailing communications@huntsvillecityfc.com. Media are also welcome to embed photographs that appear on [mlsnextpro.com/huntsvillecityfc](https://mls.nextpro.com/huntsvillecityfc). Visit <https://mls.imagencloud.com/site/index> for the latest photos.

Audio: Any audio, including interviews, gathered by radio, print, and online media, is subject to the Huntsville City FC audio use guidelines.

MEDIA AVAILABILITY

Media availability will be determined on a week-to-week basis and will be conducted in variations of both in-person accessibility and via Zoom during the 2023 season. Huntsville City FC Communications will distribute a Weekly Schedule that provides information for that given week.

General Manager and Director of Soccer Operations availability: General Manager Mike Jacobs and Director of Soccer Operations Liam Doyle will be made available by appointment only during the regular season. All requests should go through the Huntsville City FC Communications Department by emailing communications@huntsvillecityfc.com.

Head Coach availability: Head Coach Jack Collison addresses the media on a weekly basis. Interview requests outside of that time can be made through the Huntsville City FC Communications Department by emailing communications@huntsvillecityfc.com.

Assistant Coaches/Technical Staff availability: Other members of the Huntsville City FC technical staff are not permitted to talk with media unless otherwise noted. Special requests can be made through the club's Communications Department by emailing communications@huntsvillecityfc.com. These requests are subject to approval.

Player availability: Huntsville City FC players are available to talk on a daily basis; however, media are encouraged to contact a member of the club's Communications Department by emailing communications@huntsvillecityfc.com to set-up a one-on-one interview. As a reminder, only credentialed media members approved by Huntsville City FC Communications will be granted player availability access.

Executives: Huntsville City FC executives can be made available by appointment only and should go through the Huntsville City FC Communications Department by emailing communications@huntsvillecityfc.com.

MEDIA FACILITIES & ACCESS

Media facilities, including the press box, will open approximately two (2) hours before each match. All media is required to enter Joe Davis Stadium next to Gate 1. Media members should be prepared to show credentials at all credential checkpoints and upon entering the press box.

Parking: Members of the media who have been approved by Huntsville City FC credentials for a match will receive a parking pass based on availability. Information on parking lot specifics on a given matchday will be disseminated on a game-by-game basis.

Check-in: All media members will check-in at Media Will Call which is located at Gate 1.

- **Written press:** Written press will have access to the press box, however, field access will not be permitted at any time, unless previously arranged with Huntsville City FC Communications.
- **Electronic news gathering (ENG)/Photo:** ENG/Photo media members will have access to designated media areas. ENG/Photo media members will also need to check-in at Media Will Call. Media members will receive a pre-assigned media vest to grant appropriate access.

Live newscasts: Please contact Huntsville City FC in advance of the event if you would like to broadcast live pre-or post-match as part of a newscast from Joe Davis Stadium.

Press box: All seats will be assigned. The press box is located on the west side of stadium on the second floor, and will open (2) two hours prior to kickoff. Admittance is limited to working media members with valid credentials and is intended for the purpose of providing a workplace for writers, reporters, broadcasters and game personnel. Family members and guests will NOT be accommodated in the press box. Cheering will NOT be permitted. Abuse of press box privileges will result in forfeiture of a credential.

Social media reporting: Huntsville City FC permits credentialed reporters to report on behalf of their media organizations through social media channels or personal accounts. Huntsville City FC allows pictures to be taken from the press box for social media reporting purposes. Any other content capture may result in the revocation of press credentials.

Match notes, statistics and media guides: These documents will be distributed electronically via email.

Internet: Wireless internet access will be provided to media filing on deadline and will be posted in all press areas.

Bibs: All ENG Camera operators and Still Photographers are required to wear a colored bib as provided by Huntsville City FC. The bib is lightweight and designed to be worn outside of outerwear. The bib serves as a temporary access control device and is a mandatory supplement to the credential and **must be worn at all times** while present at any photo position. Photographers in unauthorized shooting positions or not wearing a bib risk suspension of their credential. Please return the bibs to a photo marshal following the match. Failing to return the bib will automatically deny future access to the facilities.

Photo marshals: Huntsville City FC will use photo marshals to assist photographers and videographers, who can assist with questions on location and other topics. ENG/Photo media members are required to follow all instructions given by the photo marshals.

TELEVISION BROADCASTERS

Match action: Television broadcasters can use footage of Huntsville City FC events obtained either via 1) their own recording or 2) action dubbed from a Huntsville City FC rights holder broadcast with credit only in connection with its regularly scheduled news programming within a week of the match. This footage should not exceed two (2) minutes. Highlights aired as part of a continuous news program should not be longer than one (1) minute per 30-minute segment.

Filming match action: For televised events, non-rights holders / ENG cameras may record the first 15 minutes of each half (from 00:00 to 15:00 and 45:00 to 60:00 on the match clock) as well as the shootout in the event of it happening during a match. For non-televised events, non-rights holders / ENG cameras may record the entire match but are still subject to the aforementioned limits. This includes events that are web streamed live online.

Filming interviews and scene sets: There is no limit to the gathering of footage pre-match, at halftime and post-match. All footage gathered is subject to the usage guidelines indicated in this document.

Filming in seating area: Video cameras looking to shoot in the approved concourse or seating area must contact Huntsville City FC at communications@huntsvillecityfc.com in advance of the event for approval.

Previews or advances: In advance of a Huntsville City FC event, television broadcasters can use two (2) minutes of archival match action to preview an upcoming event. In the local/regional markets, broadcasters should mention the time and location of the match along with their report. Outside of the local markets, broadcasters should mention the time and broadcast information.

Television broadcasters' websites: A link to mlsnextpro.com/huntsvillecityfc must accompany video produced for air as part of regular programming that is simulcast or archived online. Content produced exclusively for the Internet is subject to the guidelines for Online Video.

Huntsville City FC Video Dept. audio and video roll: Huntsville City FC periodically sends out video and audio media rolls from events for outlets to use free of charge, provided they properly credit video as: Courtesy of Huntsville City Football Club. If you'd like to sign up for the email list that distributes these media rolls, please email communications@huntsvillecityfc.com.

NON-RIGHTS HOLDERS

Radio: Non-rights-holding radio journalists are welcome to conduct pre-match and post-match reports from the press box, but **NO play-by-play** reports are permitted. Radio non-rights-holders will have access to the post-match press conference and mixed zones unless otherwise notified. Radio outlets interested in purchasing rights should contact the Huntsville City FC Communications Department by emailing communications@huntsvillecityfc.com.

Audio: Any audio, including interviews, gathered by radio, print, and online media, is subject to the Huntsville City FC Audio Use Guidelines which are included in Appendix III of this document.

Non-rights holder video (ENG): Non-rights holders are only allowed to shoot the first 15 minutes of each half. All non-rights holders and ENG crews must follow the Huntsville City FC video guidelines for all footage gathered at events, which are included in Appendix I of this document.

NON-RIGHTS HOLDER VIDEO GUIDELINES

Video footage: All rights to match footage including all applicable copyrights belong to Huntsville City FC and its rights holders who broadcast each specific match. If an organization is interested in recording video footage at a match for non-news gathering purposes, they should contact the club's Communications Department by emailing communications@huntsvillecityfc.com.

NON-RIGHTS HOLDER AUDIO GUIDELINES

Radio broadcasters: Play-by-play accounts are forbidden by non-rights holders at any time.

ONLINE VIDEO

Match action: Online organizations (including print publications that post video online) are not permitted to film or use match action video at any time. Match action consists of any footage of the field, teams, etc., following the beginning of the television broadcast window. Only video of off-field activities (i.e., interviews, training sessions) may be recorded.

Non-match video: Any video posted online that is recorded as part of media access is limited to the use of eight (8) minutes per day/activity date. Online video may not incorporate integrated advertising and must be accompanied by links to mlsnextpro.com/huntsvillecityfc.

Professional presentation: Online video is expected to be recorded, edited, and presented in a professional manner.

Online video sites: Organizations who regularly post video to online video sites (i.e., YouTube, Vimeo, etc.) may not include advertising with video gathered as a result of media access. Allowing users to embed these videos is not permitted, and the description of any video must include a link to mlsnextpro.com/huntsvillecityfc.

Live Written Updates

All media: Online or text reports (i.e., live blogs, Twitter, etc.) concerning Huntsville City FC matches while they are in progress ("Live Written Updates") are subject to the following:

- Live updates may not use any audio, video, or graphic simulations of Huntsville City FC matches
- Live updates must provide television and radio broadcast information for that Huntsville City FC match. For example: "Today's Huntsville City Football Club match is being broadcast live on (name of television/radio station)."
- All live updates must be free of charge to readers.

Note: This policy does not prohibit the posting of the facts of a match (i.e., goals scored, cards given, match score and time remaining).