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**Herbalife**

## LA GALAXY MEDIA GUIDELINES & POLICIES

### LA GALAXY COMMUNICATIONS CONTACTS

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### LA GALAXY MEDIA GUIDELINES

#### CREDENTIAL PROCESS

- Media members may apply for single-game match credentials [here](#).
- Credential applications must be submitted no later than 96 hours from match kickoff and are only for media outlets that need game day Press Box and/or Field access to produce editorial coverage, not to watch the match.
- This includes writers, photographers, radio and television sportscasters and their crew, and legitimate digital websites that produce consistent and professional content adhering to accepted journalistic principles.
- Credentials and seating space in the Press Box are limited and priority will be given to those working on a deadline.
- Applications from freelance writers, photographers or videographers must come from a direct supervisor validating professional and editorial need for media access. All applications using a personal email address, such as Gmail or Hotmail, must provide validation from their outlet.
- The credential application opens at the beginning of the season. The LA Galaxy communications staff will process all applications and reply to each applicant individually no later than 24 hours prior to each match. For travel or scheduling purposes, if you require approval to future dates before making travel plans, please [contact](#) the LA Galaxy Communications team.

#### Accreditation Requirements

- Everyone in media areas must be accredited and there in a working capacity. No children (under 18) permitted in the press box or any other media areas without approval from MLS or local club communication team.

#### Media Attire

- While on assignment at either training or match day, media is expected to dress professionally. Media who are approved for credentials should not wear apparel supporting any of the competing clubs or national affiliations.
- Failure to comply may result in loss of credential.

#### Professionalism

- Media members may not use credential for preferential access, such as autographs, photographs or personal requests.
- Violation will result in immediate loss of credential for any future match.
- When specifically noted in press releases and communications from the club, information is provided to media for planning purposes only and should not be distributed to the general public.

### TRAINING GUIDELINES AND ACCESS

#### Training Schedules

- A weekly training schedule will be sent to media via a press release at the beginning of the week.

- Unless otherwise noted, media members will have access to watch, film and photograph training during a 15-minute window at the start of the session.
- Media members interested in attending training are asked to RSVP in advance to Jamie Alvarez ([jaalvarez@lagalaxy.com](mailto:jaalvarez@lagalaxy.com)) and Kevin Acevedo ([kacevedo@lagalaxy.com](mailto:kacevedo@lagalaxy.com)).

#### **Interview Access: Players**

- During the regular season, select players will be made available in a scrum setting on a weekly basis at the Club's training facility after the conclusion of training.
- Additional players may be available for interviews during the MLS mandated media availability portion of training, with advanced notice.
- Media members with training requests are asked to RSVP 24 hours in advance to Jamie Alvarez ([jaalvarez@lagalaxy.com](mailto:jaalvarez@lagalaxy.com)) and Kevin Acevedo ([kacevedo@lagalaxy.com](mailto:kacevedo@lagalaxy.com)).

#### **Interview Access: Head Coach**

- During the regular season, the LA Galaxy head coach will be made available to media on designated days, as noted by the team's weekly training calendar.
- Head coaches can be made available for one-on-one interviews by emailing Jamie Alvarez ([jaalvarez@lagalaxy.com](mailto:jaalvarez@lagalaxy.com)) and Kevin Acevedo ([kacevedo@lagalaxy.com](mailto:kacevedo@lagalaxy.com)).

#### **Live Video Policy**

- For portions of on-field training open to members of the media, attendees may use their cell phones/cameras to record b-roll for editorial purposes, but at no point during the team's session may they transmit live/streaming video footage including video for television and/or mobile and web-based programs.
- During media access windows at training, only Club personnel and broadcast rights holders may transmit live video from designated media access points.
- All transmissions of live video for TV stand-ups outside of the training facility in designated media access zones must be pre-arranged and facilitated by a member of the Communications team.

#### **Access Restrictions**

- The LA Galaxy Communications team reserves the right to limit access to portions of training without notice.
- Media members will receive additional time to fulfill 15-minute access period, if necessary.

### **MATCH DAY GUIDELINES AND ACCESS**

#### **Parking Passes**

- Complimentary parking passes are limited and will be distributed on a game-by-game basis.
- Parking passes are distributed electronically on a first come, first served basis at least two days before matchday via AXS.
- A maximum one parking pass per organization will be distributed.
- Please note that if you do not have a parking pass on game day, you will have to pay to park at Dignity Health Sports Park.
- Approved and credentialed media must enter Dignity Health Sports Park parking facilities via Gate A off Avalon Blvd. or Gate D off Victoria Street.
- **TV Trucks:** Parking spots closer to the stadium are very limited and are available on a first come, first serve basis. Please [contact](#) the LA Galaxy Communications team in advance for accommodations.

#### **Media Will Call & Entering Dignity Health Sports Park**

- After parking, please proceed to Window #24 of Dignity Health Sports Park's Northwest Ticket Office to pick-up your pre-approved media credential at Media Will Call.
- Each media member must pick up their pre-approved credential and present corresponding photo identification.
- Media Will Call and the Media Entrance will open two (2) hours prior to kickoff unless otherwise noted.

- All media must enter through the media gate entrance located at the far left of the Northwest Entrance.
- Media credentials will not be honored at any other entrance.
- All credentials are non-transferable, and any unauthorized use will subject the bearer to ejection from Dignity Health Sports Park and confiscation of the credential.
- All media may only enter stadium through the Northwest Entrance.
- All media facilities, including the press box and photo work area, will open two (2) hours prior to kickoff unless otherwise noted. Media will **not** be able to access media areas before that time.
- Credentials **MUST** be worn and visible at all times. Please report lost credentials immediately to a member of the LA Galaxy Communications team.
- Photographers and videographers will receive field bibs at Media Will Call and must be worn at all times while on the field.
- Bibs must be returned to the LA Galaxy Photo Marshals before leaving the stadium.
- Field assignment for photographers and videographers will be listed in the media room. Press box seating assignment for reporters will be listed in the press box.

### Press Box

- Print Media will have access to main Press Box.
- Representatives from LA Galaxy Communications will direct media to their assigned location.
- The Press Box is located on the third level at midfield of Dignity Health Sports Park.
- Complimentary wireless internet will be available in the Press Box on game day.
- Only working media will be allowed in the press box.
- Cheering and loud noise are not permitted.
- Food service will be provided to media personnel in the Press Box. A meal and refreshments will be available for pick up two (2) hours before kickoff unless otherwise noted.

### On-Field Guidelines

- Only properly credentialed members of the media (photographers and videographers) may access the field area.
- Photographers must have a **BLUE** credential and must wear a **YELLOW** colored media vest to enter the field area.
- Vests are available for pick up at Media Will Call.
- Approved photographers (yellow bibs) and ENG/TV news crews (burgundy bibs) will be permitted to shoot the match from assigned positions.
- Chairs will be in place and photographers will need to remain at their assigned and designated seat during run of play.
- All photographers and ENG/TV news crews will have to test and receive a negative COVID-19 test result in order to be able to shoot the match.
- All media personnel must always maintain a physical distanced space between themselves and others.
- Photographers and videographers must access and exit the Field Level via aisle/sections 136 and 137, or the elevator on the main concourse on the Southeast Plaza (behind Section 140). All other staircases will be off limits to media at all times.
- Under no circumstance may media members capture live or still video inside the tunnel or in the back of house areas. Doing so may result in immediate loss of credential.
- Media members will not be allowed to access the tunnel while team personnel is entering or exiting the field. A member of the Communications staff will briefly hold media members during these times.
- Media members will only be allowed to cross the west sideline, the bench side, during the pregame ceremonies escorted by the Communications team.
- Photographers may only shoot from behind the field boards on the Northeast and Southeast corners only and may only switch sides at halftime.
- Photographers must remain in fixed positions during run of play.
- There is no shooting allowed from any other areas of the stadium during play – including in the seating areas of the bowl, from the Press Box, suites, or other places on the Main Concourse.
- Assigned chairs will be provided for the photographers.
- Bibs must be worn at all times while on the field. No exceptions.

- Photographers may NOT enter the field of play before, during or after the game under any circumstance. **Written Press, producers, and all TV credentials** are not allowed on the field any time.

### **Pre-Game Ceremonies**

- A member of the Communications staff will escort photographers and videographers to the west midfield sideline for pregame ceremonies. There will be two clearly roped photography areas. Team photos will take place after the coin toss in front of the respective team benches.
- During warm-ups, media members are free to move and stand along both the northeast and the southeast endlines, as well as to the 18-yard line on the east sideline. Media members can switch between endlines during warm-ups via the east sideline.
- Those wishing to switch ends or go to the photo work room may only do so at halftime and full time via the east side of the field.

### **In-Game Video/Photo Guidelines**

- On-field photographers and videographers will receive assigned seating for each match in the northeast and southeast corners. Seats may not be moved or repositioned without approval from the Communications team.
- At no point should photographers or ENG crews enter the playing field, locker rooms, or other Restricted Areas proximate to players, coaches or Club delegation members.
- Under no circumstance can media members sit in front of the field boards.
- There is no photo access directly behind the goals.
- Photographers may only shoot competition from the field. Areas barred from competition photography include the stands, the press box and the concourse. The technical area and sidelines are off limits to media without prior approval from the Communications team.
- Media members may not shoot in the stands or concourse without prior approval from the Communications team
- Photographers and videographers are not allowed to shoot inside of the six-yard box.

### **Post-Game Media Field Access**

- LA Galaxy does not permit post-game field access for player interviews at home or on the road, with the exception of Rights Holder interviews and the LA Galaxy's internal team.
- Media members must wait to use the competition tunnel until all players and technical staff have cleared the field.
- Following the conclusion of the match, media members must clear the field as soon as possible. Photographers/videographers may not enter the field of play or follow players during post-game activities.

### **Post-Game Player/Coach Access**

- Per the MLS Media Access Policy after a reasonable waiting period, defined as 15 minutes after the completion of the match, the home and visiting locker room areas will be opened to all accredited media with immediate access.
- A formal press conference with the LA Galaxy head coach will take place immediately following the final whistle in the TV Studio. The away team head coach will be available to speak with media in the visiting locker room area.
- Approved video-recorded interviews post-match in the locker room will take place approximately 15 minutes after the final whistle.
- All media, including credentialed media to each match, can conduct all interviews either in-person or virtually via Zoom.
- For post-game media availability, players and coaches will be made available to all media via a video teleconference platform to begin approximately 15 minutes from the final whistle of each match.
- Media wishing to attend the postgame media availability in-person must present proof of full vaccination and proof of a negative COVID-19 test result within 48 hours of matchday and must wear a face mask at all times.
- Print media must access the postgame media availability in the TV Studio via the south elevator of Dignity Health Sports Park located behind section 140 or via the stands at the 140 ADA section that leads back to the south field tunnel.

## **PHOTOGRAPHER AND VIDEOGRAPHER GUIDELINES**

### **General Information**

- All photographers and television camera operators must remain seated behind the field boards at all times, in the northeast and southeast corners.
- Bibs must be worn and visible at all times while on the field.
- Photographers must remain seated during gameplay and may only move to leave the field. Chairs will be provided and may not be moved or repositioned without approval from a member of the Communications team.
- The only exception to the field board rule will be when a staff photographer, a national rights-holder, or MLS has a crew at a game. These entities will be allowed to shoot in assigned areas between the top of the 18-yard box and the end line.
- Photographer will be permitted to use one monopod -- but no tripods.
- Photographers looking to position a remote-controlled camera behind the goal must receive approval from the Communications team prior to game day.

### **Non-Rights Holder Videographer Access**

- Non-rights holders, including local affiliates of rights holders, may only videotape the first 15 minutes of each half during all LA Galaxy matches.
- Following the 15-minute access period, videographers must exit the field and head to the Media Room.

### **Videographer Seating**

- Videographers are asked to remain seated in an assigned seat on the southeast or northeast corners of the field.
- Videographers wishing to stand are asked to contact a member of the Communications team prior to gameday for proper accommodation.

### **Photo Work Room**

- Please note a photo work area is located on the loading dock, across from the TV Studio, and will be limited to a select number of photographers at a time.
- Vests will be distributed at Media Will Call and will only be assigned to those with professional-grade equipment, as determined by LA Galaxy Communications staff.
- Please return to the LA Galaxy Photo Marshall after the conclusion of the game.
- All photography media must wear a yellow photo vest (for the duration of the game) to shoot from the designated location of the field. All videography non-rights holder media must wear a burgundy vest (for the duration of the game) to shoot from the designated location of the field.

### **Equipment**

- Media members with field access must use professional equipment during matches. Mobile, handheld or "point-and-shoot" style cameras are not permitted.
- Unauthorized use may result in denial of access and/or removal from the field.
- Cell phones may not be used as an on-field recording or photography device unless approved by LA Galaxy or MLS/SUM Communications.

### **Wire Service Accreditation**

- MLS do not permit the accreditation of photographers shooting specifically for commercial agencies other than official photography providers (USA Today Sports Images). However, since many agencies offer editorial and commercial sales options (Getty Images, AP, Reuters, etc.) this must be handled on a case-by-case basis and requires pre-approval from LA Galaxy Communications.

### **LIVE VIDEO POLICY: PRE-GAME**

- The determined location for TV news crews to film standups and live hits inside Dignity Health Sports Park pregame, at least 60 minutes before kickoff, will be on the concourse level at the top of Section 117, at the top of Section 139.
- The designated location for live hits outside the stadium is at Legend's Plaza.

- Please notify a member of the LA Galaxy Communications Department if you will need to do a live hit as your crew will have to be escorted to the designated location.
- There will be no access to the field of play, field level, or player tunnel areas for stand ups and live hits. Crews will be required to follow health and safety guidelines, including physical distancing and the use of face coverings.

#### **LIVE VIDEO POLICY: IN-GAME**

- During match action, only Club personnel and broadcast rights-holders may transmit live video footage from Dignity Health Sports Park during official match play.
- Non-rights holders may record video of game action for highlights during the 15-minute access periods at the beginning of each half, but at no point during match action may they transmit live/streaming video footage, including video for television and/or mobile and web-based programs.
- All transmissions of live video for TV stand-ups pre/post-match must be in designated media access zones and must be pre-arranged and facilitated by a member of the Communications team.

#### **LIVE VIDEO POLICY: POST-GAME AND LOCKER ROOM**

- During post-game media access, members of the media not recording video may be asked to slightly alter their standing position to allow for approved video recordings of the interview.
- Members of the media may use their video recording devices, including cell phones and digital cameras, for approved interviews only (no b-roll allowed) and are not permitted to take still photos.
- Only Club personnel and Club broadcast rights-holders may transmit live video footage of interviews from the Club's locker room during designated League-mandated media access windows. This policy includes live/streaming video for television and/or mobile and web-based programs.

#### **MEDIA CREDENTIAL REVIEW**

- A media member may be added to the credential review list and have their credentials revoked if any of the above-mentioned guidelines are not followed.
- In addition to the above guidelines, a media member's credential may be revoked after the following persistent unprofessional behavior including, but not limited to:
  - Excessive verbal abuse towards LA Galaxy, MLS and/or SUM staff.
  - Asking for autographs or personal photos of players or coaches at media events (training, news conferences, games, etc.).
  - Conducting unauthorized interviews.
  - Passing a credential to another individual with the intention of deceiving MLS/SUM or team staff.
  - Regular encroachment into restricted areas.
  - Cheering in the press box.
  - Consumption of alcoholic beverages.
  - Asking inappropriate questions unrelated to sports or the event.
  - Escorting unaccredited third parties to media areas.
  - Sharing non-public information provided to media for planning purposes only.
  - Failure to abide by media guidelines and rules.
  - Repeated offenses, inappropriate or unprofessional behavior, after being verbally reminded of media guidelines.