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Pan American Sports Organization

# ACCREDITATION USERS' GUIDE



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# Introduction

## Languages

In the event of any discrepancy between the French, Spanish and English text in the Pan American Sports Organization Accreditation Users' Guide, the English text shall prevail, unless otherwise stated.

## Organizing Committee

The Organizing Committee (OC) referred to in this guide is the TORONTO 2015 Pan Am/ Parapan Am Games Organizing Committee (TO2015). As such, this guide is crafted specifically for the TORONTO 2015 Pan Am Games in accordance with the Pan American Sports Organization (PASO) and TO2015's government partners.

## I. Presentation

This chapter provides an overview of accreditation for the Pan Am Games.

The Pan Am identity and accreditation card (PIAC) is a document which confers on its holder the right to take part in the Pan Am Games. All matters relating to the PIAC, including the categories and related privileges as well as the terms upon which it is issued or withdrawn, are at the sole discretion of PASO. Further details regarding the PIAC are contained in this guide.

This chapter contains the following topics:

- Overview of Accreditation

## II. Accreditation Overview

The purpose of accreditation is to identify individuals and their role(s) at the Pan Am Games and provide them the necessary access to perform their role(s).

Accreditation is not a sign of privilege or status; it is a necessary working tool to manage the large numbers of individuals participating in the Pan Am Games and facilitate their movements in a flexible and secure fashion.

Accreditation:

- Ensures that only the appropriately qualified and eligible individuals are entitled to participate in or perform official duties at the Pan Am Games.
- Limits individuals to access only the areas they need to go in order to perform their official functions and keeps unauthorized individuals out of secure and operational zones.
- Safeguards against security risks by conducting a background check on all individuals who apply.
- Ensures that individuals reach authorized areas in a safe and orderly manner.

## Pan Am identity and accreditation card

The Pan Am identity and accreditation card (PIAC) has two functions:

- Where applicable, the PIAC, together with a valid passport, will act as a temporary access visa to the Host Country.
- Once validated, the PIAC will entitle the bearer to access the necessary venues to perform their roles.

## Rights attached to a PIAC

The OC determines each individual's entitlement to a PIAC and will set the conditions for its granting and issuing.

PASO, through the OC, will grant the right to a PIAC to all individuals who have a recognized official role to perform at the Games.

It is the duty of the OC to produce and deliver the PIAC to those individuals entitled to them.

Accreditation will not to be granted in lieu of a "free pass" or "event ticket."

## Accreditation charts

The accreditation charts in Section 8 of this guide list in detail all of the accreditation categories. For each category, the charts also include the list of eligible individuals and their respective access rights and privileges.

## III. Glossary

Below is a glossary of terms used throughout this guide.

Term	Definition
Access control	A system of accreditation devices, boards and codes that regulate the movement of individuals into and within Pan Am venues.
Accreditation	The process of registering, producing, distributing and validating the Pan Am identity and accreditation card (PIAC), which provides the holder with access rights and other privileges for the Pan Am Games.
Accreditation card	See Pan Am identity and accreditation card.
Accreditation Centres	Provide accreditation services to the Pan Am Game's major client groups.
Application for accreditation forms	Distributed by the Pan Am Games, this form is completed by/for each member of a responsible organization in order to be accredited for the Pan Am Games.
Badging	The process of issuing a Pan Am identity and accreditation card.
Category	Accredited individuals grouped together based on the similarity of their role(s), and who are therefore allocated similar privileges.
Closed venue	Venues where spectator capacity is limited and not expandable.
Code	A system of letters, numbers, figures or other symbols used in place of Games-related terminology such as organization, precinct, venue, zone, etc.
Day pass	Temporary accreditation issued for operational purposes to accredited person(s) requiring different access entitlements to those on his/her PIAC.

Term	Definition
Delegation registration meeting (DRM)	The official final registration process of all members of the National Olympic Committee (NOC) delegation, including athletes and officials participating in the Pan Am Games.
Function	The population or job title to which privileges and access entitlements are attached.
Guest pass	A temporary visiting access pass to certain controlled Pan Am Games venues.
Pan American identity and accreditation card (PIAC)	A personalized card granted by PASO, through the OC, which confers on its bearer the right to participate in a specific function at the Pan Am Games. The PIAC identifies its bearer and the access rights and privileges he/she is entitled. If applicable, the PIAC also acts as a temporary resident's visa (TRV), which in combination with a valid passport or other valid travel document, authorizes entry into the country.
Athletes' Village Plaza	A non-residential area within the Athletes' Village.
Open venues (OPV)	Outdoor venues where the spectator capacity is expandable.
Pictograms	The graphic representation of a sport, discipline or accreditation entitlement.
Population	Individuals entitled to receive accreditation in the indicated category.
Pre-valid card (PVC)	A Pan Am identity and accreditation card that has not yet been through the Games-time validation process.
Prime event access (PEA)	During some sessions of the Pan Am Games, designated seating allocated to accredited members of the Pan Am Games Family may be insufficient for the demand. These sessions will be designated as prime events and only those having a PEA status on their accreditation, as well as the appropriate venue access code, will gain access to these sessions.
Privilege	An entitlement to a particular type of access, seating, transport or accommodation as determined by an individual's role at the Pan Am Games.
Quota	A numerical restriction(s) applicable to an accredited populations.
Residential zone	An area within the Athletes' Village where athlete and team officials' accommodations is located. Accreditation with an "R" symbol is required to enter this area.
Responsible organization	An organization identified by PASO or by the OC as requiring accreditation to participate in the Games.
Seating access	The reserved seating areas at competition venues for accredited individuals.
Team officials	Team officials are essential to the administration of an NOC's team at the Pan Am Games.
Temporary resident's visa (TRV)	An official document issued by a Canadian visa office indicated that the bearer has met the requirements for admission to Canada as a visitor, student or temporary worker.
Transport codes	The alphanumeric codes located on the PIAC indicating transportation privileges.

Term	Definition
Upgrade card	A transferable accreditation card granting additional access rights to an accredited individual.
Validation counters	An accreditation station located at all Accreditation Centres where individuals can validate their pre-valid card.
Validation	The process of changing the accreditation status of an individual's Pan Am identity and accreditation card to "live."
Venue accreditation support personnel	Volunteers located at specific venues who will provide assistance to any exceptional or urgent accreditation problems that may arise.
Venue access codes	Alpha codes on the PIAC that represent specific venues.
Zones	Designated access areas within a venue.
Zone codes	Codes on the PIAC that represent designated access areas within a venue.



# 1. Pan Am Identity and Accreditation Card

## Overview

This chapter describes the purpose and types of Pan Am identity and accreditation cards (PIAC).

This chapter covers the following topics:

- General conditions
- Card specifications
- Two-part card
- Substitution rules and multiple roles
- Accompanying guests
- Transferable accreditation
- Nominative transferable cards
- Upgrade transferable cards – “U” category

## 1.1 General Conditions

The PIAC will confer on its holder the right to perform their function at the Pan Am Games. As referred to in the Pan American Sports Organization (PASO) *Statute* and the *Pan Am Regulations*, the PIAC must abide by these terms.

The following is a list of general conditions that must be adhered to in the granting of a Pan Am accreditation and identity card:

- PASO-granted accreditation – PASO grants the PIAC to individuals eligible for accreditation. The PASO executive committee may delegate all or part of this authority to the Organizing Committee (OC), who will then make the PIAC available to all individuals designated by PASO as stated in Section IX Rule 2 of the *Pan Am Regulations*.
- Meeting category requirements – Accreditation issued for a specific category may not be used by an individual who does not meet the requirements applicable to that category. If an accreditation is linked to the performance of a specific function, the person using the accreditation must be qualified to perform that function.
- Establishes holder's identity – The PIAC establishes the identity of its holder and constitutes a document. The PIAC, together with the bearer's passport or other official travel document, authorizes entry into the Host Country.
- Validity of PIAC – The PIAC allows the holder to stay and perform his/her Pan Am function for a period not exceeding 60 days before and not exceeding 30 days after the Pan Am Games.

- PIAC must be validated – The PIAC will not permit access to Pan Am venues until it has been validated on arrival in the Host Country. Prior to being validated, it is referred to as a pre-valid card (PVC).

Upon arrival at a validation counter, the PVC, together with a valid passport or official document with photo identification confirming the identity of the bearer, will be validated and become the official identification document for the bearer throughout the Pan Am Games period.

The PIAC must contain all the information required to identify its bearer and his/her function at the Games. In addition to identifying its bearer, the PIAC also functions as:

- An official travel document
  - Where applicable, together with the bearer's passport or other official travel document, the PIAC authorizes entry into the Host Country. Note that not all accreditation cards authorize entry into the Host Country.

Accreditation cards with "OC," "S" or "X" categories will not be authorized entry into the Host Country. An accredited person with one of these categories must conform to the Host Country's legislation and, if required, obtain an entry visa.

- An official Pan Am document
  - The PIAC grants the bearer the necessary access to perform a specific function during the Pan Am Games.
- An official Pan Am security clearance document
  - The PIAC confirms the bearer has completed and passed a compulsory security assessment, which will be conducted by authorities upon registration.

### Responsible organizations

Responsible organizations will be officially recognized by the OC as the conduit for conducting business related to the Pan Am Games and for the administrative task of processing all necessary accreditation documents.

This ensures a centralized coordination of the accreditation process and prevents individuals from making accreditation requests directly to an OC.

The responsible organizations for the PIAC are:

- The Pan American Sports Organization (PASO).
- Host broadcasters, and through them, rights-holding broadcasters.
- The International Federations (IFs) and/or the Continental Federations (CFs).
- The National Olympic Committees (NOCs), and through them, the press, photographers, non-rights-holding broadcasters and NOC guests.
- The Host Organizing Committee (OC) and through them, it's national and government partners.
- Organizing Committees of future Games (OCF), and through them, the observers from candidate or applicant cities.
- The Pan Am partners (SPN).

### Financial consideration

No accreditation will be issued in return for any financial consideration. If any accreditation is issued to a person who has himself/herself, or through an entity owned and/or controlled by them, provided financial assistance or support to the person or entity requesting such accreditation, the nature and amount of such assistance or support must be disclosed.

### Parapan Am Games accreditation

The accreditation and identity card for the Parapan Am Games will look different from the Pan Am identity and accreditation card.

While the process for gaining accreditation to the Parapan Am Games mirrors that of the Pan Am Games, a separate Parapan Am Games accreditation application must be completed and returned the OC of the Parapan Games.

## 1.2 Card Specifications

The PIAC is a large card displaying several pieces of information about its bearer and their privileges on the front and back.

The information on the card will appear in the following languages:

- English
- French
- Spanish

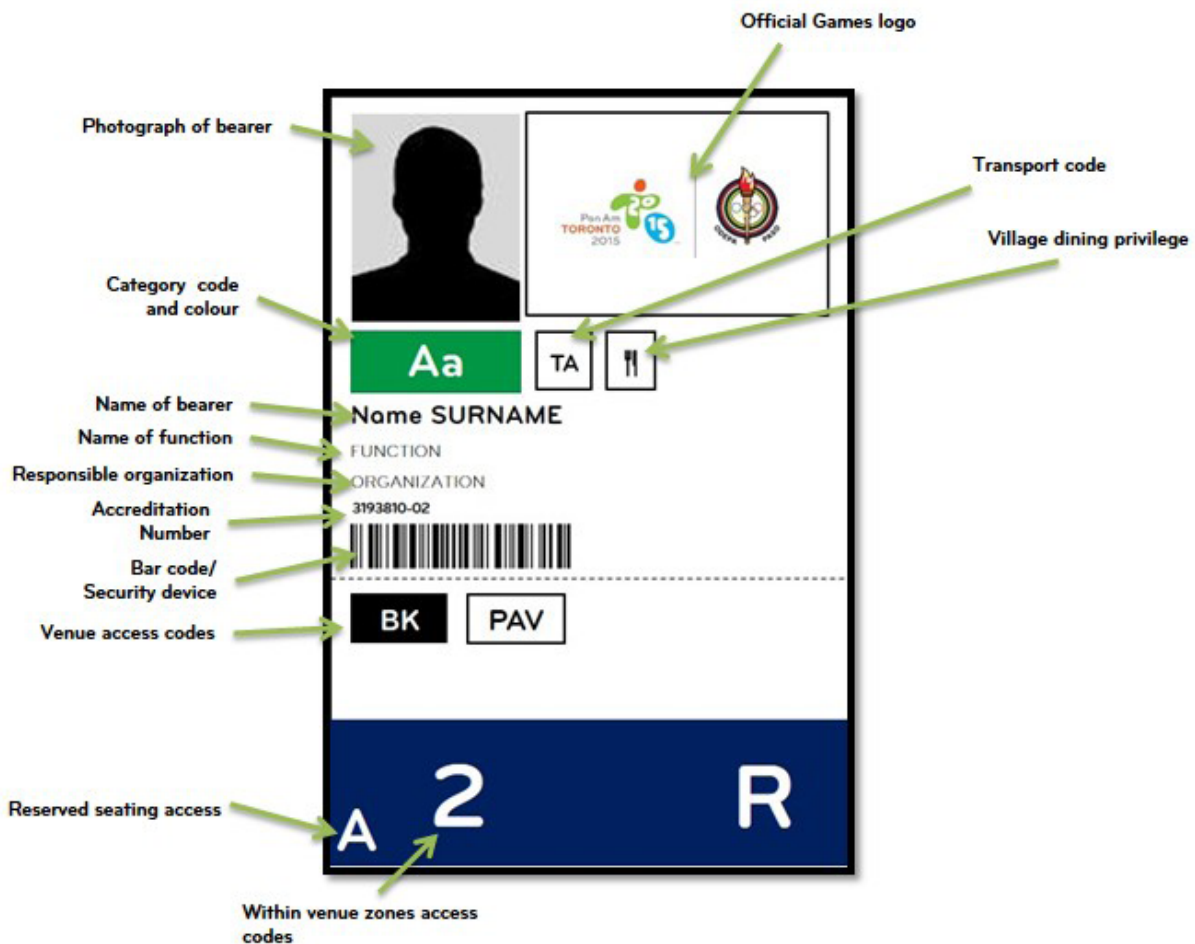
The principal elements that will be visible on the card are:

- The official Games logo and designation.
- A large category letter with background colour matching those indicated in the accreditation charts.
- A recent (within six months) colour photograph of the bearer, on both sides of the card.
- Personal information about the bearer on both sides of the card (name, function, responsible organization).
- Codes determining the venues, zones and transportation rights to which the bearer is entitled.
- Zone access indicating the name of the reserved seating section, where applicable.
- A personal identity number on both sides of the card, usually referencing the bearer's present accreditation application form number.
- Various security measures to prevent the production of counterfeit cards.

- Sponsor recognition for those sponsors linked with accreditation.
- Text granting consent to use the bearer's likeness and name, as follows:

This Pan Am identity and accreditation card (PIAC) remains the property of the Organizing Committee (OC) and in turn the Pan American Sports Organization (PASO) and can be withdrawn, with immediate effect, at the OC's sole discretion. By using this card, I agree to be filmed, televised, photographed, identified and otherwise recorded during the Pan Am Games under the conditions and for the purposes now or hereafter authorized by the OC in relation to the promotion of the Pan Am Games. I agree that all photographs and moving images taken by me at the Pan Am Games, including those of athletes competing within any Pan Am venue, shall be used solely for personal and non-commercial purposes, unless the prior written consent is obtained from the OC. I also confirm that I fulfill the qualifications and conditions required by the OC in order to be issued this PIAC, and that I shall comply with the PASO/OC code of ethics. I also agree to information about myself being collected by the OC and PASO and to such data being stored and used by them and, where necessary, third parties, for the purpose of facilitating my participation in, and/or organizing, the Pan Am Games.

Below is an example of the Pan Am identity and accreditation card:



## 1.3 Two-part Card

The two-part card is a Pan Am identity and accreditation card divided into two segments:

- Identity card – contains the bearer's information (name, accreditation number, photo and function/role).
- Access card – identifies the access privileges.

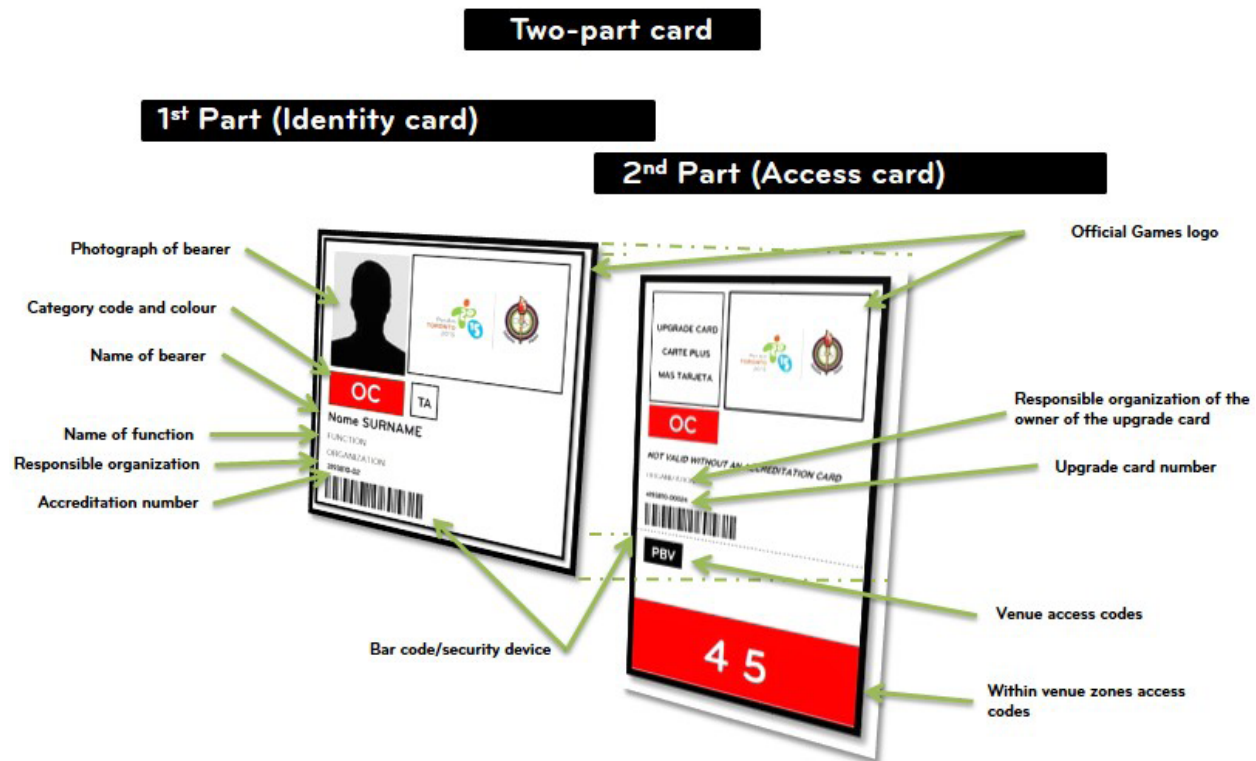
The purpose of the two-part card is to allow for transfer among accredited individuals and also provides a responsible organization the flexibility to redeploy staff or accredited individuals throughout a venue or among venues on a day-to-day basis.

The two parts must be worn together to allow access to any entitlements on the access card.

The first part of the card, the identity card, must be worn by the bearer at all times. By itself, the identity card does not give the bearer access to any venue.

The second part of the card, the access card, is transferable to any accredited person within the same responsible organization and can grant access for operational purposes to any venue within venues zones and transport privileges.

Below is an example of the two-part card.



## 1.4 Substitutions Rules and Multiple Roles

In general, an individual will be entitled to only one Pan Am identity and accreditation card.

If an individual has several valid accreditable functions/roles during the Games, the "highest" function will be selected. No substitutes may directly benefit from the unused accreditation.

Individuals will be entitled to accreditation based on their role at the Pan Am Games. If the incumbent does not attend the Games, his/her right to accreditation cannot be given to another person, except in the cases defined below:

- For an NOC with athletes participating in the Games, or an IF/CF on the Games program whose president and/or secretary general is a PASO committee member or is not present at the Games, the responsible organization concerned may request accreditation for a member of the organization's executive board in the appropriate accreditation category ("NOC" or "IF/CF") and with the same rights and privileges afforded in that category.
- A replacement card is permitted for an NOC president and/or secretary general who performs the function of chef de mission for his/her NOC.
- For NOCs without participating athletes and IFs/CFs not on the Games program, no replacement is permitted.

### Multiple accreditable roles

Any individual with multiple official functions at the Games will receive only one accreditation in the most appropriate category, but combining all the rights necessary to fulfill his/her roles.

No substitution or replacement accreditation will be permitted for the other categories or for individuals not present at the Games, other than in those cases explained above.

## 1.5 Accompanying Guests

Within certain categories, some accredited populations will be entitled to one accompanying guest.

The accompanying guest will be only entitled to accreditation if the host person attends the Games and only for the period during which the host is present at the Games.

The accompanying guest's PIAC may only be validated once the host has been accredited and validated.

Accompanying guests will be accredited in the same category as their host, and a graphic depiction (\*\*\*) will be added to the category designation and visually displayed on the accreditation card.

Rights and other privileges granted to the host do not necessarily extend to the accompanying guest.

## 1.6 Transferable Accreditation

A number of transferable accreditation cards will be allocated to PASO, the OC, SPN, IFs/CFs and NOCs, with the goal of:

- Giving responsible organizations a means of accrediting a number of guests with a set quota, by rotating the right to accreditation.
- Temporarily upgrading access rights to accredited individuals.

There will be two types of transferable accreditation cards:

- Nominative transferable cards
- Upgrade transferable cards – “U” category

### Nominative Transferable Cards

A nominative PIAC is a personalized card displaying the photograph, name, function bearer’s responsible organization and his/her access entitlements.

It is typically given to individuals not otherwise eligible for accreditation.

The table below outlines the category type and number of cards that will be issued by the OC to the individuals designated by the eligible responsible organization.

Responsible Organization	Category	Population	Number of Cards Issued	Transferable
IFs/CFs on the Games program	IF/CF	Transferable guest	12 per IF/CF	Twice
NOCs with participating athletes	NOC	Sports ministers	1 per NOC	Once (only when responsibility is shared by two or more ministers)
NOCs with participating athletes	NOC	Transferable guest	1 per 20 athletes	Twice
NOCs with participating athletes	Ao	Team officials and additional officials	Refer to Section 7	Twice (only up to 50% of the number of Ao accreditations)

To transfer the use to another person and receive a new card, the responsible organization must:

Phase	Description
1	Submit application for the prospective bearer by the required deadline.
2	Ensure that the established quota is not exceeded.
3	Surrender card of replaced personnel prior to activation of a new card, at the request of the OC.

### Upgrade Transferable Cards – “U” Category

Upgrade cards allow broader rights than those permitted by the initial accreditation.

Upgrade cards may only be used by individuals already accredited, and must always be used in conjunction with the primary accreditation card.

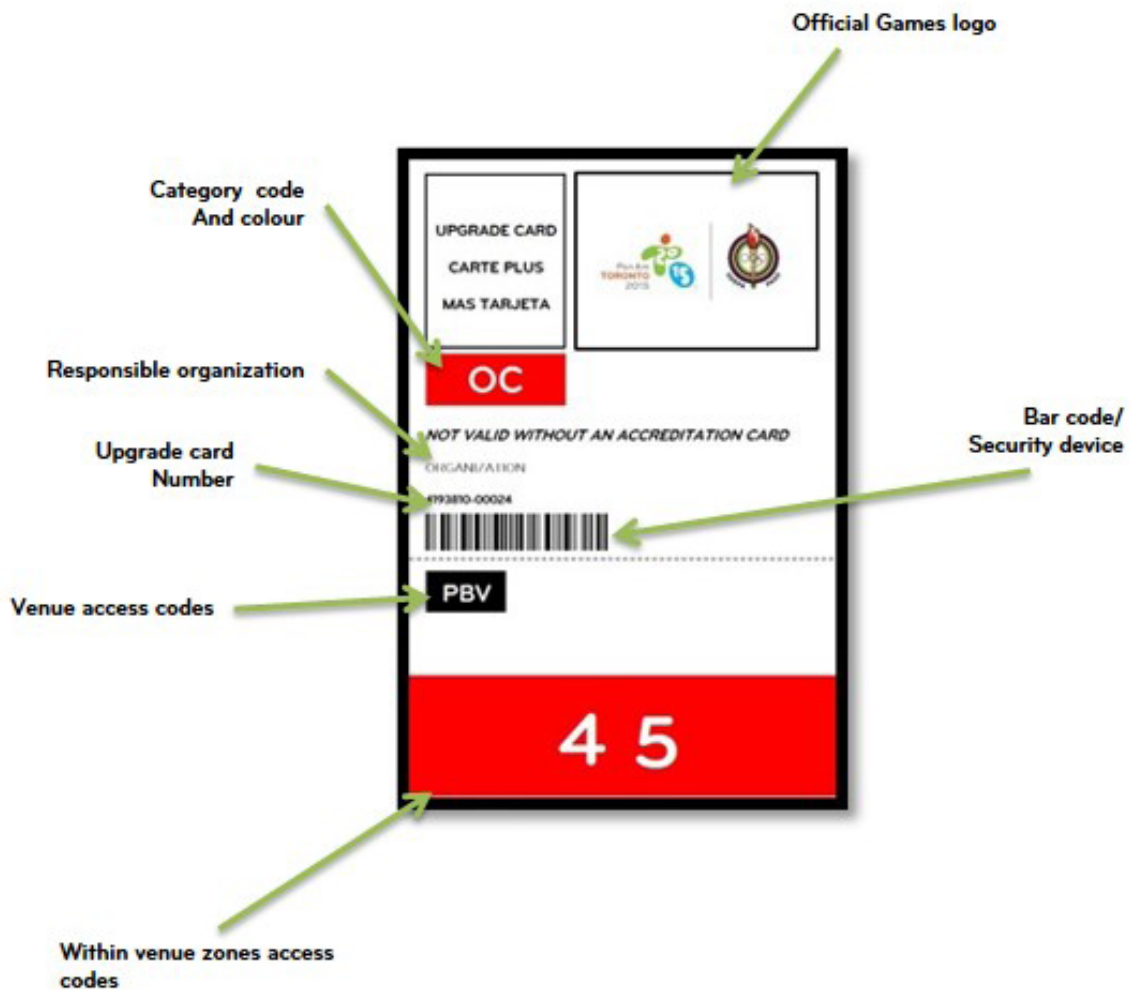
There is no limit to the number of times they can be transferred.

“U” cards grant access to all sport venues, within venue zones and dedicated seating (subject to seating availability and OC terms). Specific quotas will be set for the responsible organizations, in agreement with PASO.

The following table lists the quotas of upgrade transferable cards granted to the eligible responsible organization.

Responsible Organization	Number of "U" Cards Issued
IFs/CFs on the Games program	15 per IF/CF
NOCs with participating athletes	1 per 50 athletes
Pan Am Partners (SPN) with contract obligations	Limited by contract
Organizing Committee with contract obligations to domestic partners	Limited by OC

Below is an example of an upgrade card.





# 2. Additional Access Passes and Devices

## Overview

This chapter describes additional access passes and devices to the Pan Am identity and accreditation card (PIAC) used at the Games and their distribution.

This chapter covers the following topics:

- Guest pass
  - CIBC Pan Am/Parapan Am Athletes' Village guest pass
  - National Olympic Committee (NOC) guest pass: Athletes' Village
  - Media guest pass: Athletes' Village
  - Standard guest pass: Athletes' Village
  - Main Press Centre guest pass
  - International Broadcast Centre guest pass
- Day pass
- Emergency Pass
- Access to restricted areas

## 2.1 Guest Pass

Temporary visiting access may be granted to individuals whose accreditation does not permit automatic access to some accredited Pan Am venues. In some cases, temporary access may be granted to non-accredited individuals for the following venues:

- CIBC Pan Am/Parapan Am Athletes' Village
- Main Press Centre
- Cisco International Broadcast Centre
- Games Family hotel(s) (if judged appropriate)
- Organizing Committee (OC) administrative headquarters (if judged appropriate)
- Competition venues (if judged appropriate)

A process will be defined by the OC and approved by Pan American Sports Organization (PASO) for the application and approval of guest passes at each of the venues.

This section contains the following topics:

- Pan Am Athletes' Village Guest Pass
- Main Press Centre Guest Pass
- International Broadcast Centre Guest Pass

### Athletes' Village Guest Pass

To protect the privacy and security of Athletes' Village residents, only those individuals who have a functional need or have been invited to enter the Athletes' Village will be granted accreditation access.

There will be three types of Athletes' Village guest passes:

1. NOC guest passes – will grant access to the Village Plaza and residential zone.
2. Media guest passes – will grant access to the Village Plaza.
3. Standard guest passes – will grant access to the Village Plaza, but will be limited by contract or invitation.

#### **NOC Guest Pass: Athletes' Village**

The guest pass system will allow NOC visitors, friends and family of delegations, dignitaries and sponsors access to the Athletes' Village.

A Village Guest Pass Centre will be operated by the OC and located at the perimeter of the Village for the distribution of NOC guest passes.

Each NOC delegation is assigned a daily quota of guest passes to the Athletes' Village, based on team size.

Guest passes are to be used at the discretion of the NOC. NOCs are responsible for their visitors at all times while inside the Athletes' Village.

NOC guests are able to visit the Village Plaza unaccompanied. However, if an NOC guest is granted access to the residential zone, they must be accompanied by a member of the NOC delegation at all times.

No guest will be permitted into the Athletes' Village if an official request form is not submitted and approved prior to the guest's arrival at the Guest Pass Centre desk.

NOC Delegation Size	Number of Guest Passes
1-24	5
25-50	10
51-100	15
101-200	25
201-300	30
301-450	35
451-600	40
601+	45

The table below describes the Athletes' Village guest pass distribution process for NOC guest.

Phase	Description
1	NOC receives daily request for friends and family of delegation, dignitaries, NOC visitors and sponsors.
2	NOC submits an official guest pass request form to the Village Guest Pass Centre by the deadline, the day before the pass(es) is required. NOCs must remain within their quota.
3	NOC ensures guests are informed of the need to carry an official document with photo identification, such as a passport on the day of their visit.
4	Guest arrives at Village Guest Pass Centre and exchanges their official photo document identification (which could also include their PIAC, if applicable) for their guest pass.
5	NOC receives and escorts guest within Residential Zone of the Village.
6	NOC guests ensure guest passes are returned and exchanged for their official documents upon departure or prior to the closing of the Village Guest Pass Desk.

### Media Guest Pass: Athletes' Village

The Athletes' Village will be the most sensitive area of the Pan Am Games venues.

As the guest pass system allows eligible accredited media access to the Athletes' Village, contact between the athletes and accredited media must be done within the imposed limits and with an understanding of mutual respect for each other's interests.

Media allocation will be restricted to the Village Plaza; here media will be able to interview athletes and experience the athletes' homes.

Note: holders of "ENR" accreditations are not permitted to take video or audio equipment into the Athletes' Village, including to the Village Plaza.

The OC has set quotas based on categories for the maximum number of media permitted inside the Athletes' Village at any given time.

Category	Number of Guest Passes
E	150
RT	100

The table below describes the Athletes' Village Guest Pass distribution process for the media:

Phase	Description
1	"E" and "RT" accredited media submit request for access to the Athletes' Village in advance (day before).
2	"E" and "RT" accredited media go to Athletes' Village media access gate.
3	Exchange accreditation card for guest pass.
4	Upon departure, accredited media return to media access gate to return the pass and retrieve their accreditation card.
5	NOC receives and escorts guests within Residential Zone of the Village.

Media will have no access to the residential zone of the Athletes' Village, except in the following cases:

1. Prior to the Opening Ceremony, the OC will be organizing media tours of the Athletes' Village. During these tours, NOCs may invite media into their respective residential areas. NOCs are responsible for all media invited to their residence.
2. Rights-holding broadcasters may set up permanent facilities in the residential zone only with the written agreement of the OC and the NOC concerned. Both the OC and the respective NOC will regulate the operation of these facilities.
3. In the event of an official visit to and/or special events in the Athletes' Village Residential Zone, the official rights-holding broadcaster will be granted access in order to provide pool media coverage to all other rights-holding broadcasters. No other media will be allowed to these events.

#### **Standard Guest Pass: Athletes' Village**

The guest pass system allows other Games Family populations (as opposed to NOC and media) certain access to the Athletes' Village.

The guest pass is restricted to the Village Plaza and the daily quota of the guest pass (non-cumulative) for each guest pass is limited by contract or invitation (determined by the OC).

A Village Guest Pass Centre will be operated by the OC and will be located at the perimeter of the Athletes' Village for the distribution of standard guest passes.

The table below describes the Athletes' Village Guest Pass distribution process for standard guests:

Phase	Description
1	The guest submits request to the Athletes' Village Guest Pass Centre in advance (day before).
2	Upon arrival at the Guest Pass Centre, the guest must exchange the official photo identification or the accreditation card, if applicable for the guest pass.
3	OC distributes guest pass to guest.
4	Upon departure, guest exchanges guest pass at the Guest Pass Centre for the official photo identification or accreditation card.

#### **Main Press Centre Guest Pass**

Subject to agreement with PASO, the Organizing Committee may issue guest passes for the Main Press Centre (MPC) to guests of the accredited media and visitors.

A guest pass desk will be located within the MPC Accreditation Centre. The Centre will be situated outside the secure perimeter but within close proximity of the MPC.

MPC guest passes will be subject to a daily quota and will be communicated to accredited media once confirmed.

The table below describes the Main Press Centre guest pass distribution process:

Phase	Description
1	Application is made to the MPC guest pass desk in advance (day before).
2	Upon arrival, the guest/visitor must present an official photo identification or their accreditation card, if applicable at the MPC Accreditation Centre to establish their identity.
3	Once identity has been confirmed as a registered guest, OC distributes guest pass.
4	Guest/visitor is not required to return the guest pass to the MPC Accreditation Centre upon leaving the venue.

### International Broadcast Centre Guest Pass

The OC will be issuing guest passes for the International Broadcast Centre (IBC) to guests of the accredited media and visitors.

A guest pass desk will be located within the IBC Accreditation Centre. The Centre will be situated outside the secure perimeter but within close proximity of the IBC.

The table below describes the IBC guest pass distribution process:

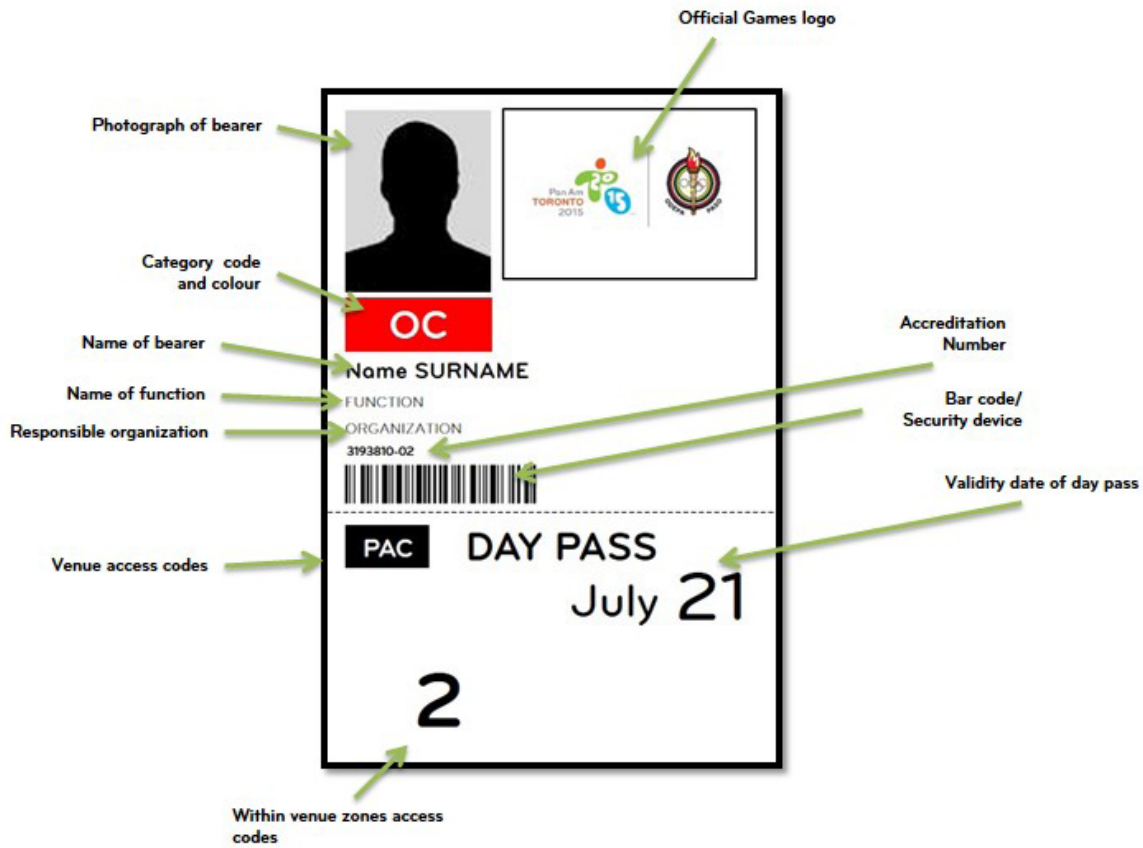
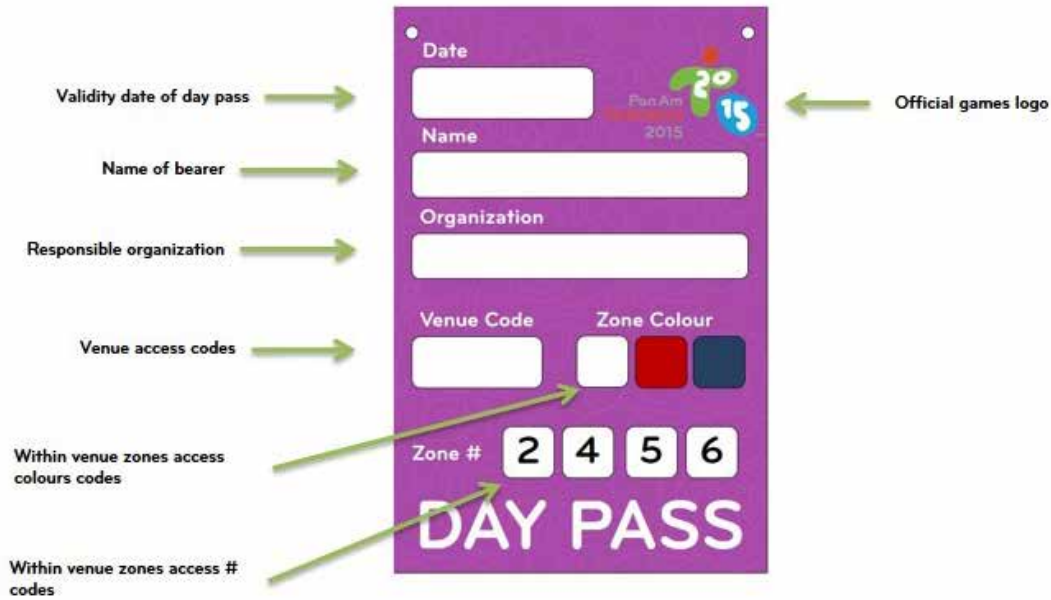
Phase	Description
1	Application is made to the IBC guest pass desk in advance (day before).
2	Upon arrival, the guest/visitor must present an official photo identification or their accreditation card at the IBC Accreditation Centre to establish their identity.
3	Once identity has been confirmed as a registered guest, OC distributes guest pass.
4	Guest/visitor is not required to return the guest pass to the IBC Accreditation Centre upon leaving the venue.

## 2.2 Day Pass

Day passes allow for temporary access for operational purposes (designed for, but not limited to workforce) to Pan Am venues. Day passes will be only valid for a single venue and only on the day of issue.

Day pass will be for individuals who have successfully passed the required security assessment, are on the accreditation database and hold the status of ABTOAC (able to be accredited).

Below are two examples of what an accredited day pass could look like:



There will be no formal quota system for accredited day passes, except at the following venue:

- Pan Am Athletes' Village. No more than 60 day passes will be issued on any given day, and Village-based sub-functional areas will have a daily quota of 10 day passes.

The table below describes the Accredited Day Pass distribution process:

Phase	Description
1	Application is made to the accreditation support personnel or venue management (in lieu of accreditation (ACR) support) in advance by relevant functional area. ACR support personnel will confirm accreditation status and present to venue management for approval.
2	Upon arrival, accredited person presents at the workforce pedestrian screening area (PSA) an accreditation card or official photo identification and requests day pass.
3	ACR support personnel/venue management is informed of day pass applicant via radio.
4	OC distributes day pass at PSA.
5	Accredited person is not required to return the day pass when leaving the venue.

## 2.3 Emergency Pass

Emergency passes provide the OC with the ability to temporarily solve situational emergencies at both competition and non-competition venues. Emergency passes will be used in operational situations only, as deemed by the OC, and will require an escort for the duration of time that the bearer is within the secure perimeters of the venue. **This type of pass will not require the bearer to undergo a security assessment.**

Below is an example of an emergency pass:

The diagram shows an 'EMERGENCY PASS' form with the following fields and labels:

- Validity date of day pass**: Points to the 'Date' field.
- Name of bearer**: Points to the 'Name' field.
- Responsible organization**: Points to the 'Organization' field.
- Venue access codes**: Points to the 'Venue Code' field.
- Official Games logo**: Points to the 'Pan Am TORONTO 2015' logo in the top right corner.

The form is yellow with a red bottom section containing the text 'EMERGENCY PASS' in white capital letters.

Each competition and non-competition venue will only have 10 passes for distribution for the duration of the Games. The venue manager may formally request more from the Accreditation team if they have used up their allotment before the end of the Games.

The table below describes the emergency pass distribution process:

Phase	Description
1	Request is made to the accreditation support personnel or OC venue management (in lieu of ACR support) by relevant FA. ACR support personnel will present to OC venue management for approval.
2	Upon arrival, the individual presents an approved identification document at the workforce PSA and requests emergency pass.
3	ACR support personnel/venue management is informed of emergency pass applicant's name via radio.
4	OC distributes emergency pass at PSA and escorts the bearer inside the venue.
5	Bearer is required to return the emergency pass when leaving the venue.

An emergency pass application approval process will be defined by the OC and approved by all relevant parties.

## 2.4 Access to Restricted Areas

If the accreditation zoning system does not address the operational requirements of the sports and/or events at the Pan Am Games, a supplementary access control device (SACD) may be introduced, if necessary, to better regulate access and facilitate operations.

The requirements for SACDs are as follows:

- SACDs may only be proposed by the OC and approved by PASO.
- Operational needs for a SACD should be identified by the accreditation department during the venue zoning process and discussed with the relevant functional area or space/event owner.
- A list of proposed SACDs will be submitted to PASO for approval.
- All SACDs will be designed and produced by Accreditation or another relevant functional area to ensure consistency of design within the accreditation card operating system; when possible or appropriate, the device(s) will be produced in different colours, numbered and venue specific.



The following are examples of SACDs that may be required:

- Photographer's bib or armband for pool photographers and photographers.
- Field-of-play bib for host and rights-holding broadcasters.
- Unilateral Zone armband for rights-holding broadcasters.
- Compound pass.
- Mixed Zone armband.
- Doping control station pass.
- Wristbands for Opening and Closing Ceremonies.
- Sticker for Opening and Closing Ceremonies.
- Tickets.

# 3. Seating Entitlements

## Overview

The OC will put forth a reasonable effort to secure appropriately sized designated areas or stands reserved for accredited individuals at each competition venue before tickets go on sale.

This chapter covers the following topics:

- Seating tribune types
- Prime event access
- Press and photographer high-demand events
- Broadcaster high-demand events
- Criteria for dedicated seating access

## 3.1 Seating Tribune Types

### Official stand

#### Competition events

Individuals accredited in the following categories will have access to the official stand at competition venues:

- "PASO"
- "B" with official stand entitlement
- "IF/CF" with official stand entitlement
- "NOC" with official stand entitlement
- "PASO" with official stand entitlement
- "OC" with official stand entitlement
- "OCF" with official stand entitlement
- "SPN" with official stand entitlement

There should be an official stand at all competition venues, although its seating capacity can vary greatly from one venue to another.

The official stand will be a single block of seats and will not be divided into sections for each eligible category.

#### Opening/Closing Ceremonies

Pan American Games protocols dictate that a box of honour be designated at the venues for the Opening and Closing Ceremonies.

Incorporated within the official stand, the box of honour is reserved for the Host Country's head of state or representative, the president of PASO and other personalities approved by PASO.

The official stand at the Opening and Closing Ceremonies will be divided into designated sections for the following eligible populations:

- "PASO"
- "IF/CF"
- "NOC"
- "OC"

## Stand of honour

### Competition events

Individuals accredited in the following categories will have access to the stand of honour:

- "B" with stand of honour entitlement
- "Ac" with stand of honour entitlement
- "IF/CF" with stand of honour entitlement
- "U" with stand of honour entitlement
- "OC" with stand of honour entitlement
- "OCF" with stand of honour entitlement
- "SPN" with stand of honour entitlement

### Opening/Closing Ceremonies

The stand of honour at the Opening and Closing Ceremonies will only be divided into designated sections for the following eligible populations:

- "B"
- "NOC"
- "OC"
- "IF/CF"

## Federation stand

### Competition Venues

At each competition venue, a federation stand will be reserved for individuals from the International Federation/Continental Federation governing the sport being staged at the venue, and who are accredited in the following categories for that particular federation:

- "IF/CF" with federation stand entitlement
- "J"

**Opening/Closing Ceremonies**

For the Opening and Closing Ceremonies, there will be individually identified sectors for the following eligible categories:

- "IF/CF"
- "J"

**Athletes' stand****Competition events**

Individuals accredited in the following categories will have access to the athletes' stand at competition venues:

- "Aa"
- "Ac"
- "Ao"

**E stand****Competition Events**

Individuals accredited in the following categories will have access to the E stand at competition venues:

- "E," "Es" and "Ex" journalists.
- "ENR".
- "EP," "EPs," and "EPx" photographers, to enable them to reach their assigned photo positions (pool and non-pool).
- "ET" for technical access, as required.
- IF/CF press officers and NOC press attachés may access the E Stand when the privilege "4" is paired with the "F" or "Ao" categories.

**Opening/Closing Ceremonies**

Only the following categories will have access to the E stand for the Opening and Closing Ceremonies:

- "E," "ES" and "Ex" journalists.
- "EP," "EPS" and "EPx" photographers, to enable them to reach their assigned photo positions.
- "ET" for technical access, as required.

**RT stand****Competition Events and Opening/Closing Ceremonies**

Individuals accredited in the following categories will have access to the RT stand at competition venues:

- "RTa"
- "RTb"

## 3.2 Prime Event Access

Prime event access (PEA) refers to sessions that have seating limitations and as a result may not be able to accommodate anticipated demand.

These events will be designated as prime events and only accredited individuals within the Games Family environment who have the Games Family privilege "6" on their accreditation card will be granted access to the venue.

Certain accreditation categories and/or roles may not have PEA status to the venue requiring the bearer of that accreditation to purchase a ticket.

The following table outlines the categories and populations in the Games Family environment that **do not** have PEA status for the Pan Am Games:

Responsible Organization	Category	Population
PASO	B	Distinguished guests of PASO
	B**	Accompanying guests
	B	APC/IPC staff/service providers contracted personnel
	B (WADA)	Outreach program, staff/senior staff
IF/CF	IF/CF	Presidents and secretaries general of other summer sports (and their accompanying guest)
	U	Upgrade cards
	F	Transferable guest cards
	F	Equipment technicians/federation staff/head of media/federation medical officer/working staff or Association of Summer Olympic International Federation (ASOIF)
NOC	NOC	Entourage of sovereign heads of state and heads of government with participating athletes
	NOC	Heads of diplomatic mission or consular of NOC with participating athletes
	NOC	Transferable guest cards
	NOC	Members of the executives of Association of National Olympic Committees (ANOC)
	NOC	Continental NOC associations not otherwise accredited with ANOC staff
	U	Upgrade cards
OC	OC	Distinguished or honoured guests of the OC
	OC	OC guests
OCF	OCF	Executive members of future Games Organizing Committees/ executive from candidate/applicant city
	O	Observers

### 3.3 Press and Photographers: High-Demand Events

The OC, in consultation with PASO, has developed a ticketing policy for high-demand events for press and photographers. This policy manages access for journalists, photographers and (required) technicians to attend and report on competition sessions where demand is greater than the allotted seating for press and photographers in the affected venues.

The OC, in consultation with PASO, will implement the allocation and distribution of tickets to press and photographers for high-demand events and the Opening and Closing Ceremonies. This process will be communicated at a later date in advance of the Games.

The Organizing Committee, in consultation with PASO, will determine the quota of tickets for each NOC using the following criteria:

- Competing NOCs
- NOCs in the same sport
- Past results

#### Eligible categories

Only the following press and photographer categories will be eligible to receive tickets for high-demand events, including the Opening and Closing Ceremonies:

- "E" and "EP"
- "Es" and "EPs"
- "EX" and "EPx"
- "ET"

#### Ineligible categories

The following categories are not eligible to receive tickets for high-demand events, including the Opening and Closing Ceremonies:

- "Ec" (support staff/MPC only)
- "ENR" (non-rights-holding broadcasters)

#### Photographer ticketing

Tickets for high-demand events are issued to photographers in the same manner as for the written press described above.

Ticket allocation will be determined in cooperation with the OC photo chief.

### 3.4 Broadcasters: High-Demand Event

The OC, in consultation with PASO, has developed a policy of ticketing high-demand events for broadcasters. This policy manages access for broadcasters to attend and report on competition sessions where demand is greater than the allotted seating for broadcasters in the affected venues.

The OC, in collaboration with the host broadcaster and PASO, will implement the allocation and distribution of tickets to high-demand events and the Opening and Closing ceremonies. This process will be communicated at a later date in advance of the Games.

#### Eligible categories

Only the following broadcaster categories will be eligible to receive tickets for high-demand events, including the Opening and Closing Ceremonies:

- "RTa" and "RTb"
- "HBa" and "HBb"

#### Ineligible categories

The following broadcaster categories are not eligible to receive tickets for high-demand events, including the Opening and Closing Ceremonies:

- "RTc" and "HBc"

### 3.5 Seating Access Criteria

Access to reserved seating will be governed by the criteria outlined below.

For most competition events (excluding the Opening and Closing Ceremonies), all eligible accredited individuals may enter the venues to which they are granted access by virtue of their accreditation card and then occupy seats in the dedicated stands designated for their category, provided space is available.

In circumstances where it is anticipated that the demand for Pan Am Games Family seats will significantly exceed the available space, access to the venue and to their reserved stands may require presenting a ticket, in addition to an accreditation card.

#### Opening and Closing Ceremonies

All accredited individuals eligible to attend the Opening and Closing Ceremonies must obtain a complimentary ticket, to be used in addition to their accreditation, to gain access to the Ceremonies venue.

Athletes and team officials will require a marching pass should they participate in the opening and closing ceremonies and official athlete parade.

#### Federation stand

No tickets for the federation stand are necessary for individuals accredited by an IF/ at the venue(s) where the IF's/CF's sport is played. These individuals will be granted access through their accreditation.

### Athletes' stand

Individuals accredited in the "A" categories will be allowed access to a special athletes' stand at their own sports venue. A ticket will be necessary to view other competitions at venues other than the accredited athlete's sport.

### E stand

See Press and Photographers: High-Demand Events section above for seating criteria.

### RT stand

Radio and television commentators will be allowed to occupy seats, for observation purposes, located in the media "5" areas adjacent to the commentary positions.

The number of rights-holder observers' seats at each venue must be consistent with previous Pan Am Games and agreed upon by PASO, Host Broadcaster (HB) and the Organizing Committee, after consulting the rights-holder contracts.



# 4. Accreditation Process

## Overview

This chapter outlines the accreditation process for the Pan Am Games.

This chapter covers the following topics:

- Accreditation process
- Application for accreditation forms
- Accreditation publications

## 4.1 Accreditation Process

The following will be the accreditation process for the Pan Am Games:

Phase	Description
1	Hard copy and/or electronic Application for Accreditation Forms and instruction booklet sent to each responsible organization by the OC.
2	Responsible organization distributes and collects hard copy Application for Accreditation forms or collects required data and photo images for electronic forms.
3	Responsible organization submits Application for Accreditation Forms/data and images to the OC by the prescribed deadline.
4	OC confirms data validity of registrants with each responsible organization.
5	OC prints pre-valid PVC for registrants.
6	OC sends PVCs each responsible organization.
7	Responsible organization distributes PVCs to its population.
8	OC confirms data validity and eligibility of registrants with the responsible organization.
9	Upon arrival to the Host country the bearer of the PVC proceeds to a Accreditation Centre.
10	PVC is validated at Accreditation Centre and becomes a Pan Am Identity and Accreditation Card (PIAC). Accredited person attains access to all privileges granted by the PIAC.

If the PVC is not issued before the applicant leaves his/her home country, the applicant must follow the appropriate immigration procedures to enter the Host Country, such as obtaining a temporary resident visa (TRV) if required, and then proceed to an Accreditation Centre for real-time PIAC production.

### Delegation registration meetings

NOC delegation registration meetings (DRMs) will be held between OC representatives and each NOC's chef de mission (or designate).

DRMs must be completed before the respective populations of each NOC can have their PIAC validated (or be accredited).

The meetings will be convened by the OC and will take place in the Host City prior to the arrival of each delegation.

During DRMs, the following topics are finalized:

- Athletes' entry and qualification/eligibility.
- The correct spelling of each team member's name.
- Team officials' quotas.
- Accreditation access.
- The names of NOC dignitary guests.

### Real-time card production process

Each Accreditation Centre will have the ability to produce an accreditation card for any registrant who can be accredited. The following table outlines the process:

Description
Application form for registrant has been received and data entered into the accreditation system.
OC confirms data validity and eligibility of registrant with the responsible organization before registrant can be accredited.
Registrant goes to Accreditation Centre and presents photo identification.
Registrant directed to real time card station where image is captured and/or PIAC is printed and validated.
Accredited person is able to attain access to all privileges granted on the PIAC.

### Disputes

Should accreditation-related disputes arise between the OC and a responsible organization that neither party is able to resolve satisfactorily, PASO will be consulted to make the final decision.

### Lost accreditation card

Any individual who has lost their PIAC will be required to go to the Accreditation Centre and fill out a Lost Card Declaration Form.

Note that approval from their respective responsible organization must be obtained before a replacement card will be reissued.

## 4.2 Application for Accreditation Forms

Design and layout of all Application for Accreditation Forms are to be submitted to PASO for approval according to the Organizing Committee deadlines.

All forms must collect the following information:

- Name of responsible organization
- Surname
- First name
- Preferred name on the PIAC
- Date of birth
- Place of birth
- Nationality
- All other personal data required by the Host Country for security checking and visa issuance
- Category or sub-category
- Function name

The category forms outlined below must request the following additional information:

Category	Additional Information Required
Aa	Sport and discipline where applicable
Ao	Sport and discipline where applicable
J	Sport and discipline where applicable
PASO**	Name and accreditation number of the host
IOC**	Name and accreditation number of the host
IF/CF**	Name and accreditation number of the host
NOC**	Name and accreditation number of the host
OC**	Name and accreditation number of the host
OCF**	Name and accreditation number of the host
SPN**	Name and accreditation number of the host
B**	Name and accreditation number of the host
E/EP	Name of the media organization and the signature of the authorized director of the media organization
Es/EPs Ex/EPx ET	

The deadline for the submission of the Application for Accreditation Forms will be clearly indicated on each form or Games Management System (GMS).

## 4.3 Accreditation Publications

The OC will provide each responsible organization with an instruction booklet detailing the accreditation process and how to complete the accreditation forms.

The text and layout of all responsible organization instruction guides are to be submitted to PASO for approval according to the OC deadlines.

The booklet will contain information on:

- Instructions on the use and completion of the Application for Accreditation Forms.
- Deadline dates for returning the forms to the OC, as well as the address to return the completed forms.
- Dates for issuance of accreditation cards to responsible organization(s).
- Conditions for validation and/or issuance of the accreditation cards.
- Conditions of entry into the Host Country.
- Accreditation Centre(s) location, address, dates and hours of operation.
- Procedure for lost or stolen cards.
- Procedure for transferable cards.
- Access and other rights for each category and population.

The OC will publish and distribute a small, pocket-sized brochure for distribution upon validation and/or issuance of accreditation cards.

This brochure will include information on:

- An explanation of categories, pictograms and zone codes.
- The location, address, dates and hours of operation of the Accreditation Centre(s).
- The procedure for lost or stolen cards.
- The procedure for transferable cards.

# 5. Accreditation Centres and Services

## Overview

The following chapter describes the types of Accreditation Centres and services available at the Pan Am Games.

This chapter covers the following topics:

- Validation counters
- Accreditation Centres
- Venue accreditation assistance

## 5.1 Validation Counters

As participants will have their pre-valid cards (PVC) prior to arrival in the Host Country, it will be possible to have them validated at the validation counters at the official port of entry instead of at the Accreditation Centres.

Any individual who does not have their PVC or who is not able to be accredited at the official port of entry will be sent to the nearest Accreditation Centre for issuing of their PIAC and/or problem resolution.

## 5.2 Accreditation Centres

Accreditation Centres will be managed by the OC and offer the following services:

- Application for accreditation registration and data entry.
- PVC production and distribution.
- PVC validation.
- Real-time image capture.
- Real-time PIAC production.
- Problem resolution.

Accreditation Centres will be composed of four different areas, sized best to handle the anticipated number of individuals serviced within the Centre:

- Waiting area(s), complete with points of information and amenities offering comfort for visitors.
- Efficiently organized accreditation processing area(s) equipped with a sufficient number of processing stations where cards will be produced or validated.
- Area(s) where accreditation issues can be presented to and resolved by competent accreditation personnel, with an appropriately sized waiting area.
- Administrative area(s) for accreditation personnel, including a meeting space.

The Accreditation Centres will be located in the following areas:

Client Group	Location
Games Family	Within Games Family hotel
Broadcasters, press, photographers and other media	Main Media Centre at Pan Am Park
Athletes and officials	Perimeter of Pan Am Athletes' Village
Games workforce	Uniform Distribution and Accreditation Centre (UDAC) located in the host city

### Staffing and opening times

Each Accreditation Centre will be adequately staffed to meet the predicted traffic flow of the respective client groups. The Centres' opening hours will be communicated closer to Games time.

Each Accreditation Centre will be staffed to provide services in English, French and Spanish.

### Games-time services

Services available at the Accreditation Centres during the Pan Am Games will include:

- PVC validation.
- Real-time image capture.
- Real time PIAC production.
- Rebadging.
- Granting access to zone modifications with agreement of PASO or OC "zone owner."
- Replacing lost accreditation cards (except in the case of adverse security reports).
- Nullifying accreditation cards upon PASO/OC instructions.
- Problem resolution.

## 5.3 Venue Accreditation Assistance

Venue accreditation assistance will be provided by accreditation personnel (volunteers) at each of the Pan Am competition venues. They will provide temporary resolutions to any exceptional or urgent accreditation problem(s) that may arise at the venue.

Day passes will be issued to registered and approved individuals for some exceptions by Venue Management, with the support of the accreditation personnel and the relevant zone owner.

Any problem(s) regarding permanent accreditation will be handled through an Accreditation Centre for resolution.

Venue accreditation assistance personnel will be located out of the venue operations centre at each competition venue and will be operational following security lockdown at the venue.

# 6. Access Control

## Overview

Access control at the Pan American Games will be selective access restriction to the back-of-house areas at all venues to any accredited individual, and the complete restriction of access to the back of house for non-accredited individuals.

Access control will be designed to regulate the movement of accredited individuals into and within Pan Am venues allowing the Organizing Committee to safely and efficiently operate its venues.

Access control is governed by a system of codes contained on the Pan Am identity and accreditation card (PIAC) and/or additional access passes and devices.

This chapter covers the following topic:

- Accreditation Card Operating System

## 6.1 Accreditation Card Operating System

The accreditation card operating system (ACOS):

- Identifies venues and zones within the venues.
- Assigns codes, colours and numbers to these precincts, venues and zones within the venues.

To be able to access the precincts, venues or zones within the venues, individuals need to have the assigned code, colour or number on their PIAC.

The following table summarizes the ACOS as it relates to the zones within all venues.

Access Code	Accessible Areas
Blue	Field of play, operational areas general circulation areas
Red	Operational areas, general circulation areas
White	General circulation areas
"2"	Athlete preparation areas
"4"	Press areas
"5"	Broadcast areas
"6"	Games Family areas
R	Residential zone of the Athletes' Village

Access to controlled Pan Am venues occurs at two levels:

- Perimeter venue access
- Within venue (zone) access

## Venue access

Access to a venue can be likened to “entering the front door.” The right to access a venue will be indicated on the accreditation card using a venue code. The code associated with a venue must be shown on the individual’s PIAC to enter that venue.

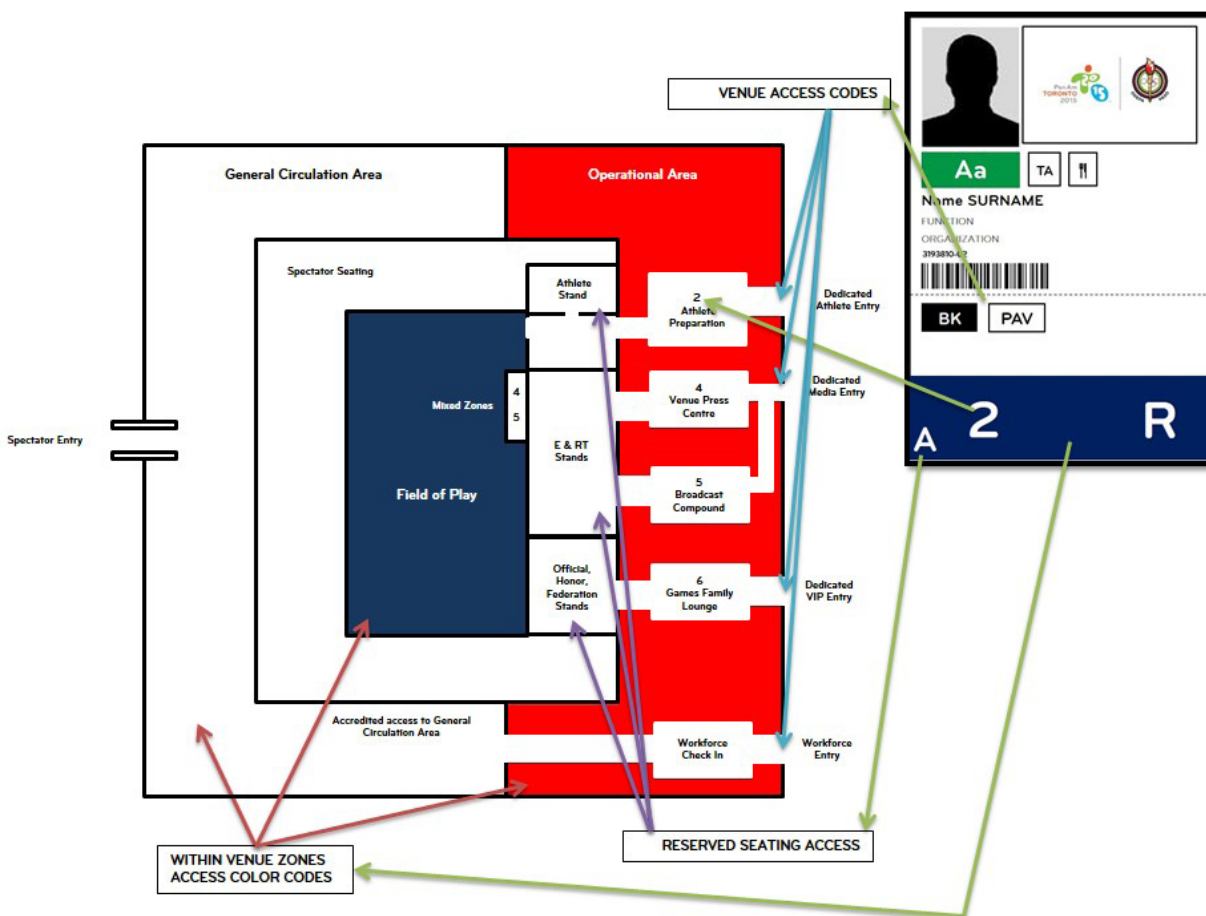
At this level, control is performed visually and/or electronically.

Once an accredited person has entered a venue, the zone designations on the PIAC identify where that person may circulate within the venue.

The colour and/or number associated with each zone must be shown on the individual’s PIAC in order to enter that area. For example, to enter the venue’s Games Family lounge the individual will need the number “6” on his/her PIAC.

At this level, control is performed visually.

The following diagram represents a generic competition venue with zone designations based on the previously described accreditation card operating system. The interpretation of access control of a PIAC at the venue is also illustrated. This diagram does not reflect what might be seen at Games time.





# 7. Team Officials

## Overview

This chapter defines the number of NOC team officials that may accompany the athletes.

This chapter covers the following topics:

- Team officials of the Pan Am Games
- Team officials functions
- Additional team officials
- Use of "P" accreditation by NOCs
- Use of training venue pass accreditation by NOCs
- Team officials quotas

## 7.1 Pan Am Games Team Officials

Team officials are defined as individuals whose presence is essential to the administration of an NOC's delegation residing in the Athletes' Village and the technical and medical support of the athletes registered for participation in the Pan Am Games.

The Pan Am function of individual team officials constitutes the base criteria for the determination of their venue and zone access rights.

### Team Officials Functions

The managerial responsibility of each NOC's sport delegation is usually entrusted to the following senior officials:

Title	Role
Chef de mission	Head of the delegation.
Deputy chef(s) de mission	Larger teams are allowed to appoint one or more deputy chefs de mission to assist the chef de mission with his/her responsibilities, in accordance with certain conditions.
Pan Am attaché	Ensures liaison between the Organizing Committee and the NOC throughout the period leading up to the Games.

**Administrative personnel**

Larger delegations will often be organized with a central administration team to assist the chef de mission and manage the overall team operation. The role of this administration team will include:

- administration
- accreditation
- entries
- accommodation
- transportation
- equipment
- clothing
- communications
- security
- press

**Technical and coaching personnel**

All personnel who will be directly involved in the technical performance of athletes are described as technical personnel and include:

- coaches
- trainers
- managers

**Medical personnel**

Some delegations will offer centralized medical services provided by:

- doctors
- physiotherapists
- medical personnel

**Additional personnel**

Some sports have particular requirements for specialized personnel which can be considered under the above descriptions but who require specific identification. For equestrian, this includes:

- grooms
- veterinarians

For golf, this includes:

- caddies

### Personal coaches, training partners and alternate athletes

Personal coaches, training partners and alternate athletes will not be considered part of the NOC's delegation.

Refer to Use of "P" Accreditation by NOCs on page 40 for the terms and conditions upon which these accreditations will be granted.

### Team officials accreditation categories

The accreditation categories allocated for the team officials listed above are as follows:

Team Official	Category
Chef de mission	Ac
Deputy chef de mission	Ac
Attaché	Ac
Administrative personnel	Ao
Technical and coaching personnel	Ao
Medical personnel	Ao
Additional officials	Ao

### Additional Officials

Delegations whose officials' quota does not reach the prescribed official-to-athlete ratio percentage of 55% for the Games may claim accreditation in the "Ao" category for additional officials.

The additional officials will not be part of the bed allocation process in the Athletes' Village. It will be recognized that the NOC can allocate its bed spaces as it sees fit within the "Ao" category. The Organizing Committee will provide additional accommodation at a fee should the NOC want to house its additional officials outside the Village.

The NOC must pay a predetermined cost per day during the Games to cover accommodation and/or dining access for additional officials. The costs for accommodation and dining access as well as the general policies for additional officials will be agreed upon between the Organizing Committee and PASO.

All "Ao" officials are entitled to eat in the Athletes' Village dining halls throughout the Games. If additional officials require access to the dining hall, the NOC will be charged a daily cost. Meal vouchers for the dining hall will be available for purchase should they be needed by NOCs.

Applications for additional officials "Ao" accreditation must be initiated by the NOC; the Organizing Committee will not entertain any individual requests.

### Transferable team official accreditations

NOCs will be allowed to have transferable accreditations across the "Ao" category, including additional officials.

The total number of transferable accreditations will be 50% of the number of "Ao" accreditations that the NOC is entitled to, including additional officials. These accreditations can be transferred within the NOC's "Ao" category a maximum of two times throughout the period of the Games.

NOCs must hand in the accreditation that is to be transferred and have it cancelled by the Organizing Committee before the second person can have his/her accreditation issued and validated.

The access requirements and entitlements of the new accreditation card will be the same as that of the cancelled card.

NOCs must notify the Organizing Committee in advance of all transferable officials they require. The delegation registration meetings for each NOC will be used as the deadline for notifying the Organizing Committee of this requirement.

No requests for transferring "Ao" category accreditations will be considered by the Organizing Committee after the delegation registration meeting has been completed.

NOCs will not be allowed to request transfers of "Ao" category accreditations to sports/disciplines where they do not have athletes participating.

### Use of "P" Accreditation by NOCs

PASO will allow access to specific venues for alternate athletes, personal coaches and training partners for the Games using "P" accreditations allocated to each NOC according to the "P" accreditation quotas and conditions outlined in the following tables.

PASO strongly reinforces that "P" accreditations are not part of the NOC's delegation and therefore have restricted access rights. Personnel with "P" accreditation will not be considered when calculating the bed allocation in the Athletes' Village.

"P" accreditations are only available to NOCs that have filled their "Ao" quota by the time of the delegation registration meeting process.

#### Access

The "P" accreditations for NOCs are to be used for personal coaches, training partners and alternate athletes and are not transferable.

Personal coaches and training partners accredited as a "P" category have access to training venue(s) for a single sport.

Once competition commences at any site being used as a training venue in that sport, access is not allowed for "P" accredited personnel.

"P" accredited personnel have no right to enter the Athletes' Village unless they use a Village guest pass issued under regular NOC quotas.

Alternate athletes accredited as a "P" category only have access to training and competition venue(s) for their respective sport.

"P" accredited personnel have the right to enter the Athletes' Village and access to the athlete transportation TA system.

#### "P" quotas by population

The following table outlines "P" accreditation quotas for NOCs and conditions for the recognized sport for each population.

Population	Sport/Discipline	Quota by Sport	Access Entitlement/ Conditions
Personal coaches	Athletics	No quota for the maximum number of personal coaches by sport.  Each venue has a maximum quota for "P" accredited personnel who are allowed entry at any one time. This is controlled by the Organizing Committee.	Sport-specific training venues only.  Access to competition venues during competition will be denied to personal coaches. When possible, access to warm-up facilities may be given.
	Beach volleyball		
	Canoe/kayak – slalom		
	Cycling – road		
	Diving		
	Equestrian		
	Gymnastics		
	Judo		
	Karate		
	Racquetball		
	Roller sports – figure skating		
	Roller sports – speed skating		
	Sailing		
	Shooting		
	Squash		
	Swimming		
	Taekwondo		
Tennis			
Waterski & wakeboard			
Weightlifting			
Wrestling			
Training partners	Beach volleyball	No quota for the maximum number by sport.	
	Boxing		
	Canoe/kayak – sprint		
	Judo		
	Taekwondo		
	Tennis		
	Wrestling		
Karate			
Alternate athletes	Fencing	1 per team entered by NOC.	These accreditations will be managed by the NOC in addition to the NOC "P" accreditation quota.
	Field hockey	2 per team	These accreditations will be managed by the NOC inside the NOC "P" accreditation quota.

### NOC "P" Accreditation Quotas

Under no circumstances should the number of training partners and personal coaches for all sports per NOC exceed the numbers stated in the table below:

Number of Athletes in Eligible Sports	Maximum Number of "P" Accreditations
1-20	1
21-40	2
41-60	3
61-80	4
81-100	5
101-120	6
121-140	7
141-160	8
161-180	9
181-200	10
201-220	11
221-240	12
241-260	13
261-280	14
281-300	15
301-320	16
321-340	17
341-360	18
361-380	19
381-400	20
401-420	21
421-440	22
441-460	23
461-480	24
481-500	25
501-520	26
521-540	27
541-560	28
561-580	29
581+	30

### Use of Training Venue Pass Accreditation by NOCs

The OC will allow access to training sessions at competition and stand-alone training venues for additional training personnel using the training venue pass (TVP) accreditation. These will be allocated to each NOC according to the TVP accreditation quotas and conditions outlined in the following tables.

The TVP will allow NOCs to provide additional support to their athletes during their competition preparations. These accreditations are not part of the NOC's delegation and therefore have restricted access rights. Personnel with TVP accreditation will not be considered when calculating the bed allocation in the Athletes' Village.

TVP accreditations will only be available to NOCs that have filled their "P" accreditation quota by the time of the delegation registration meeting.

### Access

TVP accreditations for NOCs will be deployed in a two-part pass system:

- Identity Card – A nominative card that will show the holder's name and picture, the NOC name and the transport privilege TP. These cards will have no access privileges. The TVP accreditation will act in the same manner as any other NOC accreditation, unless otherwise stated.
- Upgrade Card – A transferable card (only among the TVP category) that will give access to the training venue(s) for a single sport (sport code, blue and 2). It will grant access to both the competition venue and the training-only venue (if applicable). The upgrade card can only be used on the day that training is open for the specific sport. Once competition commences at any site being used as a training venue for that sport, access will not be allowed for TVP-accredited personnel.

TVP-accredited personnel will not be able to enter the Athletes' Village unless they obtain a village guest pass issued under regular NOC quotas.

### TVP Quota

Identity Cards – Each NOC will receive a number of identity cards equal to 10 per cent of the number of qualified athletes (rounded up).

Upgrade Cards – The number of upgrade cards each NOC will receive will be based on the sports the NOC has athletes competing in, from the following table:

Discipline	Quota of Upgrade Cards per NOC	
	Number of athletes	Upgrade cards
Athletics	1-10	0
	11-20	1
	21-30	2
	31-40	3
	41-50	4
	51-60	5
	61+	6
Boxing		1
Beach volleyball		1
Canoe/kayak – slalom		1
Canoe/kayak – sprint		1
Cycling – road		1
Diving		1
Equestrian		1
Gymnastics – artistic		1

Discipline	Quota of Upgrade Cards per NOC	
	Number of athletes	Upgrade cards
Gymnastics – rhythmic		1
Gymnastics – trampoline		1
Judo		1
Karate		1
Racquetball		1
Roller sports – figure skating		1
Roller sports – speed skating		1
Sailing		1
Shooting		1
Squash		1
Swimming		1
Taekwondo		1
Tennis		1
Waterski & wakeboard		1
Weightlifting		1
Wrestling		1

### Process

Each NOC must include the names of the potential identity card holders to the long list. During the DRM and based on the team size calculator, the NOC will indicate the names of the final identity card holders and NCS will communicate the number of upgrade cards the NOC is eligible for. Once the DRM has been completed, ACR will hand over the total number of printed upgrade cards to the respective chef de mission.

Identity card holders must have their identity card validated upon arrival in the host city.

Both parts must be worn together at all times to gain access to the venues, and it is the NOC's responsibility to distribute the upgrade cards, among their pool of identity card holders, to optimize its use and privileges. Misuse of the TVP will cause immediate cancellation of all TVP upgrade cards and/or identity cards.

### Team Officials Quotas

As stipulated by PASO, the number of primary team officials per delegation cannot exceed 40 per cent of the total number of qualified athletes. The following information details the rules for calculating the number of accompanying team officials permitted for the Games, as approved by PASO.

#### Delegation leadership

- One chef de mission.
- One deputy chef de mission for delegations comprising more than 51 athletes.
- A second deputy chef de mission for delegations comprising more than 174 athletes.
- A third deputy chef de mission for delegations comprising more than 249 athletes.



### Satellite accommodation delegation leadership

An NOC that does not assign an existing deputy chef de mission or chef de mission to the satellite accommodations may promote an "Ao" category accreditation to "Ac" for each of the satellite accommodations, provided they have an athlete(s) competing in the respective sports. This promotion means the addition of zone 6 access to the Ao's existing privileges. It should also be noted that this deputy chef de mission must come from within the team officials' quota.

### Medical and security personnel

No limits will be placed on the number of medical and/or security personnel in the team delegation so long as the total number of "Ao" officials remains within the quota.

### Other personnel

- One groom for each horse entered in an equestrian event (grooms are not entitled to accommodation in the Athletes' Village).
- One veterinarian for each delegation with entries in equestrian sport, plus one additional veterinarian if the site of one equestrian venue is more than 50 kilometres away from another equestrian venue.
- One golf caddy for each athlete entered in a golf event (caddies are not entitled to accommodation in the Athletes' Village, but will have access to it).

### Access entitlements for team officials

A ratio based on percentage will allow NOCs to select the access entitlements for their team officials, as per below.

Percentage of Team officials	Venue Access	Zone Access
10%	All competitions venues where the NOC participates Athletes' Village	2, Blue R
25%	Venues for up to three participating disciplines Athletes' Village	2, Blue R
65%	Venue(s) for one participating discipline Athletes' Village	2, Blue R

### Number of athletes and officials exceeding quota

If the total number of Athletes' Village residents, including qualified athletes and eligible officials (calculated according to the above criteria), exceeds the number agreed to by PASO, the PASO executive committee will take the necessary measures to reduce the number of officials accommodated in the Village or adapt the number according to availability.

### Sanctions

Under no circumstance may officials be registered as athletes. Sanctions may be taken by the PASO executive committee against any NOC or other person that does not abide by the terms of this guide.

# 8. Accreditation Charts

## Overview

This chapter contains the accreditation charts detailing all accreditation categories, the list of eligible populations, and their respective access rights and privileges.

The information is listed by responsible organization.

This chapter covers the following topics:

- Accreditation chart legend
- Pan American Sports Organization committee categories
- International/Continental Federation categories
- National Olympic Committee categories
- Host Organizing Committee categories
- Organizing Committee of future Games categories
- Pan Am partner categories
- Broadcaster categories
- Press and photographers categories

## 8.1 Accreditation Chart Legend

Accredited individuals grouped together based on the similarity of their Pan Am role(s), and therefore allocated similar privileges.

### Population

Individuals entitled to receive accreditation in the indicated category.

### Venue types

There are three different types of venues in the Pan Am Games Environment:

- Competition venue – venues that have a sport competition during the duration of the Games.
- Non-competition venue – venues that do not have a sport competition, but have another function critical to the Games client groups, such as Athletes' Village, Main Media Centre, etc.
- Training venue – venues that host the training of a particular sport/discipline for the Pan Am Games.

## Venue access

Specifies venue access rights for each population within each category based on the following table:

Venue Access Code	Access Entitlement
ALL	All competition and training venues
PAV	Pan Am Athletes' Village
IBC	International Broadcast Centre
MPC	Main Press Centre
WES (GFH)	Games Family Hotel
PCD	Pan Am Park (common domain)
VIL	All Villages/satellite accommodations
VSA	Vehicle screening areas

According to needs – Allocation of venue access granted by PASO according to the applicant's function.

## Zone access

Access within venues that each population within each category is restricted to when in venue, as per the following table:

Zone Code	Access Entitlement
Blue	Field of play, operational areas/back of house, general circulation areas/front of house
Red	Operational areas/back of house, general circulation areas/front of house
White	General circulation areas (front of house)
2	Athletes' preparation areas
4	Press area
5	Broadcast areas
6	Games Family areas
R	Pan Am Athletes' Village

According to needs – Allocation of zone access granted by PASO or the Organizing Committee "zone owner" according to the applicant's function.

## Quota

Limitation placed on a population within a category.

## Seating access

Indicates the access to reserved seating at sport venues for competition events:

Seating Access	Entitlement	Seating Code
Official	Official, federation, honour	O
Federation	Federation, honour	F
Honour	Honour	H

Seating Access	Entitlement	Seating Code
Press	Press	E
Athletes	Athletes	A

### Ceremonies

The Organizing Committee will specify the conditions of access to the Opening and Closing Ceremonies and seating entitlements at a future date.

### Prime Event Access

Indicates whether the population is entitled to prime event access (PEA) on their PIAC.

### Transport

Indicates the type of transport privileges for each category and population:

Transportation Code	Description	Transportation Privileges
T1	Allocated vehicle and driver	<ul style="list-style-type: none"> <li>Allocated vehicle and driver</li> <li>Games client transport system</li> <li>Public transport system</li> </ul>
T2	Shared vehicle and drivers	<ul style="list-style-type: none"> <li>Shared vehicles and drivers</li> <li>Games client transport system</li> <li>Public transport system</li> </ul>
T3	Games client transport system	<ul style="list-style-type: none"> <li>Games client transport system</li> <li>Public transport system</li> </ul>
TA	Athletes/NOCs transport system	<ul style="list-style-type: none"> <li>Athletes/NOC transport system</li> <li>Public transport systems</li> </ul>
TF	Technical officials/International/Continental Federations transport system	<ul style="list-style-type: none"> <li>Technical officials/International Federation transport system</li> <li>Public transport systems</li> </ul>
TM	Media transport system	<ul style="list-style-type: none"> <li>Media transport system</li> <li>Public transport system</li> </ul>
TP	Public transport system	<ul style="list-style-type: none"> <li>Public transport system</li> </ul>

## 8.2 Pan American Sports Organization Committee Categories (PASO/ODEPA)

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota Agreed by PASO	Seating Access	Ceremonies	Transportation Code
PASO	PASO president PASO executive committee members PASO honorary members	ALL PAV IBC/MPC/ WES	2, 4, 5, 6, R Blue	Yes	1 guest for each	Official stand	With complimentary ticket seat in "PASO" stand	T1
PASO**	Accompanying guest	ALL PAV IBC/MPC/ WES	4, 5, 6, R Red	Yes		Official stand	With complimentary ticket seat in "PASO" stand	T3
B	PASO distinguished guests	ALL WES	6 White	No	1 guest for each	Official stand	With complimentary ticket seat in "PASO" stand	T3
B**	Accompanying guest	ALL WES	6 White	No		Official stand	With complimentary ticket seat in "PASO" stand	T3
IOC	IOC president IOC honorary president for life IOC members IOC honorary members IOC members of honour IOC directors	ALL PAV IBC/MPC/ WES	2, 4, 5, 6, R Blue	Yes	1 guest for each	Official stand	With complimentary ticket seat in "PASO" stand	T1
IOC**	Accompanying guest	ALL PAV IBC/MPC/ WES	4, 5, 6, R Red	Yes		Official stand	With complimentary ticket seat in "PASO" stand	T3

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota Agreed by PASO	Seating Access	Ceremonies	Transportation Code
B	IOC staff	ALL PAV/WES IBC/MPC (according to needs)	2, 4, 6 Red 5, R, Blue (according to needs)	Yes	Quota agreed by PASO	Stand of honour	With complimentary ticket seat in "B" stand	T3
B	PASO medical commission members	ALL PAV WES	2, 4, 5, 6, R Blue	Yes		Stand of honour	With complimentary ticket seat in "B" stand	T2
B	PASO commission members	ALL PAV WES	2, 4, 5, 6, R Blue	Yes		Stand of honour	With complimentary ticket seat in "B" stand	T3
B	PASO staff	ALL PAV/WES IBC/MPC (according to needs)	2, 4, 6 Red 5, R, Blue (according to needs)	Yes		Stand of honour	With complimentary ticket seat in "B" stand	T3
B	PASO official photographer	ALL PAV/WES IBC/MPC (according to needs)	2, 4, 5, 6, R Blue	Yes		Stand of honour	With complimentary ticket seat in "B" stand	T3
B	President and secretary general or director of recognized organizations GAISF, WFSGI, WOA, IPC, APC, ARISF	ALL PAV WES	6 White	Yes	2	Stand of honour	With complimentary ticket seat in "B" stand	T3

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota Agreed by PASO	Seating Access	Ceremonies	Transportation Code
B	APC/IPC staff	ALL PAV WES	6 White	No		Stand of honour	With complimentary ticket seat in "B" stand	T3
B (WADA)	World Anti-Doping Agency observers	ALL PAV WES	2, 4, 5, 6, R Blue	Yes	Quota agreed by PASO	Stand of honour	With complimentary ticket seat in "B" stand	T3
B (WADA)	Outreach program, staff	ALL PAV WES	2, 4, 6 Red  R (according to needs)	No		Stand of honour	With complimentary ticket seat in "B" stand	TP
B (WADA)	Senior staff	ALL PAV WES	2, 4, 6 Red  R (according to needs)	No		Stand of honour	With complimentary ticket seat in "B" stand	T2
B	Service providers' contracted personnel	According to needs	According to needs	No		No seating access; ticket necessary	No seating access; ticket necessary	N/A

## 8.3 International/Continental Federation Categories

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota	Seat in Federation Stand in Own Sport	Ceremonies	Transportation Code
IF	Presidents of International Federations on the Games program	ALL PAV MPC/IBC/ WES	2, 4, 5, 6, R Blue	Yes	1 guest for each	Official stand	With complimentary ticket, seat in "IF/CF" stand	T1
IF	Secretaries general of International Federations on the Games program	ALL PAV MPC/IBC/ WES	2, 4, 5, 6, R Blue	Yes	1 guest for each	Official stand	With complimentary ticket, seat in "IF/CF" stand	T3
IF**	Accompanying guest	ALL PAV MPC/IBC/ WES	4, 6, R Red	Yes		Official stand	With complimentary ticket, seat in "IF/CF" stand	T3
IF	Presidents and secretaries general of other summer sport IFs	ALL WES	6 White	No	1 guest for each	Official stand	No seating access; ticket necessary	T3
IF**	Accompanying guest	ALL WES	6 White	No		Official stand	No seating access; ticket necessary	T3
CF	Presidents of Continental Federations on the Games program	ALL PAV MPC/IBC/ WES	2, 4, 5, 6, R Blue	Yes	1 guest for each	Official stand	With complimentary ticket, seat in "IF/CF" stand	T1
CF	Secretaries general of Continental Federations on the Games program	ALL PAV MPC/IBC/ WES	2, 4, 5, 6, R Blue	Yes	1 guest for each	Official stand	With complimentary ticket, seat in "IF/CF" stand	T3
CF**	Accompanying guest	ALL PAV MPC/IBC/ WES	4, 6, R Red	Yes		Official stand	With complimentary ticket, seat in "IF/CF" stand	T3



Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota	Seat in Federation Stand in Own Sport	Ceremonies	Transportation Code
CF	Presidents and secretaries general of other summer sport CFs	ALL WES	6 White	No	1 guest for each	Official stand	No seating access; ticket necessary	T3
CF**	Accompanying guest	ALL WES	6 White	No		Official stand	No seating access; ticket necessary	T3
IF	IF executive board members	Own sport venues	2, 4, 5, 6 Blue	As needed	Agreed to by PASO	Federation stand	With complimentary ticket, seat in "IF/CF" stand 20 per eligible sport* to be distributed within these categories.	TP
IF**	Accompanying guest	Own sport venues	6 White	As needed		Federation stand		TP
CF	CF executive board members	Own sport venues	2, 4, 5, 6 Blue	As needed	Agreed to by PASO	Federation stand	With complimentary ticket, seat in "IF/CF" stand 20 per eligible sport to be distributed within these categories.	TP
CF**	Accompanying guest	Own sport venues	6 White	As needed		Federation stand		TP

\* For sports whose competition begins within five days of the Opening Ceremony and/or conclude within five days of the Closing Ceremony.

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota	Seat in Federation Stand in Own Sport	Ceremonies	Transportation Code
F	Federation full-time senior staff	Own sport venues WES	2, 4, 5, 6 Blue	As needed	Agreed to by PASO	Federation stand	With complimentary ticket, seat in "IF/CF" stand 20 per eligible sport to be distributed within these categories.	T3
F	Transferable guest cards (for Federations on the Games program)	ALL	6 White	No	12 per Federation	Federation stand		TF
F	Technical delegates	ALL	2, 4, 5, 6 Blue	As needed		Federation stand in own sport	With complimentary ticket, seat in "IF/CF" stand	T2
J	Technical officials, judges, jury members (ITO only)	Own sport venues	2 Blue  6 (according to needs)	As needed	Agreed to by PASO	Federation stand at own sport venues	With complimentary ticket, seat in "J" stand	TF
U	Upgrade cards (for IFs/CFs on the Games program)	ALL	6 White	No	15 per IF/CF	Stand of honour	No privileges	N/A
F	Equipment technicians	Own sport venues	2 Blue	No	Agreed to by PASO	No seating access; ticket necessary	No seating access; ticket necessary	TP

\* For sports whose competition begins within five days of the Opening Ceremony and/or conclude within five days of the Closing Ceremony.

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota	Seat in Federation Stand in Own Sport	Ceremonies	Transportation Code
F	Federation staff	Own sport venues	2, 4 Blue  5, 6 (according to PASO)	No	Agreed to by PASO	Federation stand	No seating access; ticket necessary	TF
F	Head of media	Own sport venues MPC	2, 4 Blue  5, 6 (according to PASO)	No	1	Federation stand	No seating access; ticket necessary	TF
F	Federation medical officer	Own sport venues PAV	2, R Blue  6 (according to PASO)	No	1	Federation stand	No seating access; ticket necessary	T3
F	ACODEPA executive committee	ALL MPC/WES	2, 4, 6 Blue	Yes	3	Stand of honour	With complimentary ticket, seat in "IF/CF" stand	T3
F	Working staff of ACODEPA	ALL MPC/WES	2, 4, 6 Blue	No	2	Stand of honour	With complimentary ticket, seat in "IF/CF" stand	T3

## 8.4 National Olympic Committee Categories

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota	Seating Access	Ceremonies	Transportation Code
NOC	Presidents and secretaries general of NOCs with participating athletes	ALL VIL IBC/MPC/ WES	2, 4, 5, 6, R Blue	Yes		Official stand	With complimentary seat in "NOC" stand	T1
NOC**	Accompanying guest	ALL VIL IBC/MPC/ WES	4, 6, R Red	Yes		Official stand	With complimentary seat in "NOC" stand	T3
NOC	Sovereign or head of state and head of government	ALL	6 White	Yes		Official stand	With complimentary seat in "NOC" stand	T3
NOC**	Accompanying guest	ALL	6 White	Yes		Official stand	With complimentary seat in "NOC" stand	T3
NOC	Sport ministers of NOCs with participating athletes (Transferable once if responsibility is shared between two or more ministers)	ALL	6 White	Yes		Official stand	With complimentary seat in "NOC" stand	T3
NOC**	Accompanying guest	ALL	6 White	Yes		Official stand	With complimentary seat in "NOC" stand	T3

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota	Seating Access	Ceremonies	Transportation Code
NOC	Head of diplomatic or consular mission of NOC with participating athletes (ambassador, consul general, high commissioner, consul or equivalent)  (Valid only when their sovereign/head of state or head of government is present at the Games)	ALL	6 White	No	1	Stand of honour	No seating access; ticket necessary	TP
NOC	Entourage of sovereign or head of state and head of government (NOCs with participating athletes)	ALL	6 White	No	Max 2 each	Stand of honour	No seating access; ticket necessary	TP
NOC	Transferable guest cards (NOCs with participating athletes)	ALL	6 White	No	1 per 20 athletes	Stand of honour	With complimentary seat in "NOC" stand	TP
U	Upgrade cards (for NOCs with participating athletes)	ALL	6 White	No	1 per 50 athletes	Stand of honour	No privileges	N/A

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota	Seating Access	Ceremonies	Transportation Code
Aa	Pan Am athletes	Own sport venues VIL/MPC/ IBC	2, R Blue	No		Athletes' stand at own sport venues; ticket necessary for athletes' stand at other venues	According to ceremonies program	TA
Ac	NOC chefs de mission	ALL VIL IBC/MPC/ WES	2, 4, 5, 6, R Blue	Yes		Stand of honour or athletes' stand at all sports venues	According to ceremonies program	T1
Ac	Deputy chefs de mission	ALL VIL IBC/MPC/ WES	2, 4, 5, 6, R Blue	Yes		Stand of honour or athletes' stand at all sports venues	According to ceremonies program	T3
Ac	Pan Am attachés	ALL VIL IBC/MPC/ WES	2, 4, 6, R Blue	Yes		Athletes' stand at own sport venues	According to ceremonies program	TA

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota	Seating Access	Ceremonies	Transportation Code
Ao	Coaches, medical personnel, technical personnel, administrative personnel, veterinarians	Own sport venues or all venues where athletes participate VIL/MPC/IBC	2, R Blue	No		Athletes' stand at own sport venues; ticket necessary for athletes' stand at other venues	According to ceremonies program	TA
Ao	Additional officials	Own sport venues or all venues where athletes participate VIL	2, R Blue	No	See Chapter 7.1.2	Athletes' stand at own sport venues; ticket necessary for athletes' stand at other venues	According to ceremonies program	TA
Ao	Press attachés	Own sport venues or all venues where athletes participate VIL/MPC/IBC	2, 4, R Blue	No		Athletes' stand at own sport venues; ticket necessary for athletes' stand at other venues	According to ceremonies program	TA

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota	Seating Access	Ceremonies	Transportation Code
Ao	Golf caddies	Own sport venue VIL	2, R Blue	No	1 per golf athlete	No seating access; ticket necessary	No seating access; ticket necessary	TA
Ao	Grooms	Equestrian venues only	2 Blue	No	1 per horse	No seating access; ticket necessary	No seating access; ticket necessary	TA
NOC	Horse owners	Equestrian venues only	2 Red	No	2 per horse	Athletes' stand	No seating access; ticket necessary	TP
NOC	Members of the ANOC executive	ALL VIL MPC/WES	2, 4, 5, 6, R Blue	No	4	Stand of honour	With complimentary seat in "NOC" stand	T3
NOC	Continental NOC associations (not otherwise accredited), ANOC staff	ALL VIL MPC/WES	2, 4, 5, 6, R Blue	No	max 2 each	Stand of honour	With complimentary seat in "NOC" stand	T3
P	Personal coaches, training partners	Own training venues only	2 Blue	No	refer to chapter 7	No seating access; ticket necessary	No seating access; ticket necessary	TP
P	Alternate athletes	Own training venues and competition venue(s) only VIL	2, R Blue	No		No seating access; ticket necessary	No seating access; ticket necessary	TA



Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota	Seating Access	Ceremonies	Transportation Code
NOC	Driver (This population is only in use if the OC deems it is necessary for operational ease)	VSA	White	No	1 per VAPP given to the NOC (including Rate Card VAPPs)	No seating access; ticket necessary	No seating access; ticket necessary	TP
TVP	Additional training personnel	N/A	N/A	No	10% of the # of qualified athletes per NOC	N/A	N/A	N/A
TVP	Upgrade cards (for NOCs with TVP only)	Own sport venues	2 Blue	No	refer to chapter 7	N/A	N/A	TP

## 8.5 Host Organizing Committee Categories

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota Agreed by OC	Seating Access	Ceremonies	Transportation Code
OC	CEO and chair of the board of host OC	ALL PAV MPC/IBC/ WES	2, 4, 5, 6, R Blue	Yes	1 guest for each	Official stand	With complimentary ticket, seat in "PASO" stand	T1
OC**	Accompanying guest	ALL PAV MPC/IBC/ WES	2, 4, 5, 6, R Red	Yes		Official stand	With complimentary ticket, seat in "PASO" stand	T3
OC	Mayor of the Host City	ALL	6 White	Yes		Official stand	With complimentary ticket, seat in "PASO" stand	TP
OC	Mayor(s) of other participating cities	According to needs	6 White	(As needed)		Official stand	With complimentary ticket, seat in "PASO" stand	TP
OC	National head of state and government, honoured guests (proposed by OC)	ALL	6 White	Yes	Quota agreed by PASO	Official stand	With complimentary ticket, seat in "PASO" stand	TP
OC**	Accompanying guest	ALL	6 White	Yes	1 guest for each	Official stand	With complimentary ticket, seat in "PASO" stand	TP
OC	OC distinguished guests (proposed by OC)	ALL	6 White	No		Stand of honour	No seating access; ticket necessary	TP
OC	OC guests	According to needs	According to needs	No		No seating access; ticket necessary	No seating access; ticket necessary	TP

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota Agreed by OC	Seating Access	Ceremonies	Transportation Code
OC	Upgrade cards (OC with contract obligations to domestic partners)	TBD	TBD	No	Quota agreed by OC	TBD	TBD	TBD
OC	Interpreters (in consultation with PASO)	According to needs	According to needs	No		No seating access; ticket necessary	No seating access; ticket necessary	TP
OC	Staff of sporting goods manufacturers (quota and access proposed by OC, agreed by PASO)	According to needs	According to needs	No		No seating access; ticket necessary	No seating access; ticket necessary	TP
OC	OC staff, volunteers	According to needs	According to needs	No		No seating access	No seating access	TP
OC	Contractors	According to needs	According to needs	No		No seating access	No seating access	N/A
S	Security (in consultation with PASO)	According to needs	According to needs	No		No seating access	No seating access	TP
X	Entourage of guests (in consultation with PASO)	According to needs	According to needs	No		No seating access	No seating access	TP

## 8.6 Organizing Committee of Future Games Categories

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota	Seating Access	Ceremonies	Transportation Code
OCF	Presidents and directors general of last preceding and future Games OCs	ALL PAV IBC/MPC/ WES	2, 4, 6 Red	Yes		Official stand	With complimentary ticket, seat in PASO stand	T3
OCF**	Accompanying guest	ALL PAV IBC/MPC/ WES	6 Red	Yes		Official stand	With complimentary ticket, seat in PASO stand	T3
OCF	Mayor of next Pan Am Games Host City	ALL PAV MPC/WES	6 White	Yes		Official stand	With complimentary ticket, seat in PASO stand	T3
OCF**	Accompanying guest	ALL PAV MPC/WES	6 White	Yes		Official stand	With complimentary ticket, seat in PASO stand	T3
OCF	Executive members of future Games OCs	ALL PAV MPC/WES	6 Red	No	Max 4 each	Stand of honour	With complimentary ticket, seat in OC stand	T3
OCF	Executive from candidate/applicant city	ALL PAV MPC/WES	6 Red	No	Max 4 each	Stand of honour	With complimentary ticket, seat in OC stand	T3
O	Observers from other OCs (proposed by PASO)	According to needs	According to needs	No	Max 4 each	No seating access; ticket necessary	No seating access; ticket necessary	TP

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota	Seating Access	Ceremonies	Transportation Code
○	Observers from candidate/applicant city	According to needs	According to needs	No	Max 4 each	No seating access; ticket necessary	No seating access; ticket necessary	TP
○	Observers from organizers of regional Games, World Championships	According to needs	According to needs	No	Max 4 each	No seating access; ticket necessary	No seating access; ticket necessary	TP

## 8.7 Pan Am Partner Categories

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota	Seating Access	Ceremonies	Transportation Code
SPN	Chairman/CEO of the Lead Partner	ALL PAV MPC/WES	4, 6 Red	Yes	Limited by contract	Official stand	With complimentary ticket, seat in PASO stand	T1
SPN**	Accompanying guest	ALL PAV MPC/WES	4, 6 Red	Yes	Limited by contract	Official stand	With complimentary ticket, seat in PASO stand	T3
SPN	Chairman/CEO of the Premier Partner	ALL PAV MPC/WES	4, 6 Red	Yes	Limited by contract	Official stand	With complimentary ticket, seat in PASO stand	T3
SPN**	Accompanying guest	ALL PAV MPC/WES	4, 6 White	Yes	Limited by contract	Official stand	With complimentary ticket, seat in PASO stand	T3
SPN	Senior executives (two-part pass)	N/A	N/A	According to needs	Limited by contract	N/A	N/A	Limited by contract
SPN	Upgrade cards (with contract obligations)	ALL PAV MPC/WES	6 White	No	Limited by contract	Official stand	With complimentary ticket, seat in "B" stand	TP
SPN	Project leader	ALL PAV MPC/WES	4, 6 Red	No	Limited by contract	Stand of honour	With complimentary ticket, seat in "B" stand	TP
SPN	Senior technical operations, staff workforce	According to needs	According to needs	No		No seating access	No seating access	TP

## 8.8 Broadcaster Categories

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota	Seating Access	Ceremonies	Transportation Code
RTa	Senior management personnel of rights holders	ALL MPC/IBC PAV with guest pass	4, 5, 6 Red 2, Blue (according to needs)	Ticket necessary for high-demand event		Seating in "RT" stand by prior arrangement	With complimentary ticket (limited numbers) seat in "RT" stand	TM
RTb	Production and technical personnel of rights holders	ALL MPC/IBC PAV with guest pass	4, 5 Red 2, Blue (according to needs)	Ticket necessary for high-demand event		Seating in "RT" stand by prior arrangement	No seating access; ticket necessary	TM
RTc	IBC support personnel of rights holders	MPC/IBC (or according to needs)	N/A	Ticket necessary for high-demand event		No seating access, ticket necessary	No seating access; ticket necessary	TM
HBa	Senior management personnel of Host Broadcaster	ALL MPC/IBC PAV with guest pass	2, 4, 5, 6 Blue	Ticket necessary for high-demand event		No seating access, ticket necessary	No seating access; ticket necessary	TM
HBb	Production and technical personnel of Host Broadcaster	According to needs MPC/IBC PAV with guest pass	4, 5 Red 2, Blue (according to needs)	Ticket necessary for high-demand event		No seating access, ticket necessary	No seating access; ticket necessary	TM
HBc	IBC support personnel of Host Broadcaster	MPC/IBC	N/A	Ticket necessary for high-demand event		No seating access, ticket necessary	No seating access; ticket necessary	TM

## 8.9 Press and Photographers Categories

Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota	Seating Access	Ceremonies	Transportation Code
E	Journalists	ALL MPC PAV with guest pass	4 White	Ticket necessary for high-demand event		Seating in "E" stand	With complimentary ticket (limited numbers), seat in "E" stand	TM
Es	Sport-specific journalists	Own sport venues MPC PAV with guest pass	4 White	Ticket necessary for high-demand event		Seating in "E" stand	With complimentary ticket (limited numbers), seat in "E" stand	TM
Ex	National and/or regional journalists	Relevant local venues	4 White	Ticket necessary for high-demand event		Seating in "E" stand	No seating access	TM
EP	Photographers	ALL MPC PAV with guest pass	4 White	Ticket necessary for high-demand event		Access to photo positions with special vest/bib/armband	With complimentary ticket (limited numbers), field access with special vest/bib/armband; no seating provided	TM
Eps	Sport-specific photographers	Own sport venues MPC PAV with guest pass	4 White	Ticket necessary for high-demand event		Access to photo positions with special vest/bib/armband	With complimentary ticket (limited numbers), field access with special vest/bib/armband; no seating provided	TM



Subcategory	Population	Venue Access	Zone Access	Prime Event Access	Quota	Seating Access	Ceremonies	Transportation Code
Epx	National and/or regional photographers	Relevant local venues	4 White	Ticket necessary for high-demand event		Access to photo positions with special vest/bib/armband	No seating access	TM
ENR	Non-rights-holding broadcaster	ALL MPC PAV with guest pass	4 White	Ticket necessary for high-demand event		Seating in "E" stand	With complimentary ticket (limited numbers), seat in "E" stand	TM
ET	Technician	ALL MPC PAV with guest pass	4 White	Ticket necessary for high-demand event		Seating in "E" stand	No seating access	TM
Ec	Support staff	MPC	According to needs	No		No seating access	No seating access	TM







