



**Canada Games
Council**
*Inspiring Dreams and
Building Champions*

**Conseil des Jeux
du Canada**
*Du rêve au
champion*

Canada Games Council Games Policy and Procedures

POLICY NUMBER:	#34.001
NAME:	Accreditation: Restricted zones, access, and privileges
FUNCTIONAL UNIT:	Registration and Accreditation
RELEVANT STANDARD:	34-M-01
APPROVED BY:	CGC Sport Committee
ORIGINAL APPROVED DATE:	2010.01.11
REVISION APPROVAL DATES:	2011.04.30

PREAMBLE

At each Canada Games, there is an estimated 13,000 people in attendance as participants, sponsors, contractors, volunteers, VIPs, and observers from across the country who register and receive accreditation. Controlling the access requirements and fulfilling the needs of these individuals at Games-time is essential to protect and service all stakeholders in the Canada Games.

The purpose of accreditation is to identify people and their roles at the Canada Games and provide them with the appropriate access privileges to carry out their roles.

POLICY STATEMENT

The Canada Games Council strives to protect its athletes, coaches, managers, technical support, mission staff, volunteers, guests, technical officials, media, and staff by strictly controlling access to the following zones at sport venues: Field of Play, Back of House, Front of House, VIP area, and Media Zones. In addition, access will be controlled at non-sport venues, including the Games' Village.

The Canada Games Council has also determined the needs and necessary privileges of its' Games participants, volunteers, guests, technical officials, media and staff. These privileges include, during Games-time, options for ground transportation, athlete accommodations, athlete village, and cafeteria.

National Partners/ Partenaires nationaux



The Host Society will implement and manage the registration of the various members of the Canada Games family as outlined in the accreditation matrix, and will control access to protect Games' participants according to the restricted zones in this policy, will provide the privileges as listed in this policy, and will bring forward any issues or concerns to the Canada Games Council.

STANDARDS

Accreditation: Accreditation is a badge that identifies to other people what privileges and access rights an individual will have at a Canada Games. Accreditation badges are printed by the Host Society, worn by Games Family members, and are property of the Host Society. The accreditation badge will be in full colour, durable and laminated, strung on a lanyard, reflect the theme and year of the applicable Games, must be bilingual, and will include the following information:

FRONT SIDE

Information:

- Canada Games identification (ie: logo, year)
- Colour Photograph
- Name (first and last)
- Gender
- Sport Icon (if applicable)
- ID number / Bar Code
- Participant Type

Codes:

- Role Code
- Restricted Zone Access Code(s)
- Venue Access Code(s)

Privileges:

- Transportation (T1 and/or T2)
- Food Services
- Athlete Accommodations

BACK SIDE

- Description of privilege icons
- Description of restricted zone access
- Disclaimer on badge ownership

- Accreditation Matrix:** A matrix outlining clearly, for each Games' Family member, the access to restricted zones and privileges coordinated by the Host Society. Approved and maintained by the Canada Games Council.
- Games' Participants:** Games participants are strictly defined as athletes, coaches, managers, national artist program, technical support staff, and chaperones. Games' participants are outlined in each technical package.
- Games' Family:** The Canada Games Family loosely refers to Games' Participants, volunteers, staff, technical officials, media, broadcasters, VIPs, sport and Games' observers.
- Games' Venue:** Any sport (competition and practice) or non-sport venue (broadcast/media centre, festival sites, National artist program sites, Opening/Closing Ceremony, etc.).
- Games' Village:** The non-sport venue where Games' Participants are housed in a secure environment during the official Games time period. This included the food services, specific accommodations location, transportation mall, Mission Centre, athlete entertainment areas, and other areas as defined within the boundaries of the village.
- Privileges:** Privileges in this policy and its procedures are defined as rights or permissions that are clearly indicated on an individual's accreditation badge, and may include the following:
- GROUND TRANSPORTATION**
- T1 – Games' Participant Transportation
 - T2 – Motor Pool
- FOOD SERVICES**
- Access to food service areas and permissions to eat or drink
- ATHLETE ACCOMMODATIONS**
- Access to athlete accommodations
- ATHLETE VILLAGE**
- Access to the athlete village area
- MISSION CENTRE**
- Access to the Mission Staff working centre

Restricted Zone: A restricted zone is an area that is controlled by host society security personnel and/or access control volunteers. Specified Games' family are permitted access to a restricted zone if their accreditation badge correctly identifies the zone. There are five (5) restricted zones at a Canada Games:

1. Field of Play (FOP)

Restricted Zone where only athletes, coaches, managers, technical support staff, technical officials, and specifically accredited personnel have access. FOP consists of any area of a venue that is specifically dedicated to the competition at the venue. Examples of FOP Zones include, but are not exclusive to:

- a) Competition Area
- b) Warm-Up Area
- c) Athlete Changerooms
- d) Officials room
- e) Athlete lounge
- f) Sport Operations Centre

2. Back of House (BOH)

Restricted Zone that houses the rooms that are related to the specific operational components of the competition and/or venue. Rooms in this zone may require additional self monitoring, due to the variety of tasks completed in this area. BOH zones include but are not restricted to:

- a) Doping Control
- b) Public Announcing Rooms
- c) Medical Areas
- d) Results Centre
- e) Volunteer Lounges
- f) Security Command Center
- g) Venue Operations Centre

3. Very Important Persons Area (VIP)

Restricted zone where only the VIP Family and other specifically accredited personnel have access. VIP zones are areas of a venue are reserved for the hosting and entertainment of senior Games Family members and VIPs. Examples of VIP zones include, but are not restricted to:

- a) VIP Seating Areas
- b) VIP Lounges

4. Media Zone

Restricted zone where only Media and other specifically accredited personnel have access. Media Zones are areas of a venue in which media members can collect, interpret and broadcast information related to the

Games. Examples of Media Zones include, but are not restricted to:

- a) Media Mix Zone
- b) Media Centre
- c) Media Seating Areas
- d) Photographer Corrals
- e) Broadcasting Compounds

5. Front-of-House

Restricted zone where particular partners, volunteers, and/or partners would need access beyond the ticketing control areas into the venue to perform duties.

- a) Ticketing Office
- b) Merchandise
- c) Information Centre
- d) Pin-Trading

COUNCIL'S ROLE IN IMPLEMENTATION OF POLICY

PROCEDURES

1. The Host Society will implement this policy through its accreditation unit.
2. The Host Society will build maximum 3-letter acronym codes for each Games' venue (see accreditation matrix).
3. The Host Society will identify up to five restricted zones for each Games' venue. Restricted zones will be clearly outlined on each Game's venue Computer-Aided Design diagram (CADD), through a creation, approval, and change-management process defined by the Host Society.
4. The Canada Games Council will approve the restricted zone plans outlined in the CADDs for each Games' venue.
5. The Host Society will put a plan in place to control access, through recruiting and assigning volunteers or paid security, to the restricted zones at each Games' venue for the entire Games period.
6. Certain Games' venues and/or zones will require paid security, and certain venues and zones will be able to rely on volunteer access control volunteers. This distinction is to be made by the Host Society security functional unit. Whether particular Games' venues require overnight security is also at the discretion of the Host Society.

7. Games' Family members will register for the Canada Games through the GEMS.pro system.
8. Participant types for registration of all Games' Family members will be consistent with those listed in the Accreditation Matrix.
9. Accreditation badges for Games' Family members will be printed clearly indicating privileges and restricted zone access in congruence with the accreditation matrix.
10. Any changes or alterations to the attached approved accreditation matrix of must be strictly approved by the Canada Games Council.

ATTACHMENTS:

1. Accreditation Matrix – CGC approved 2010.01.07
2. Sport Icon List
3. Accreditation Examples