



International  
**Paralympic**  
Committee

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Paralympic Committee

# Accreditation at the Paralympic Games – Detailed specifications

March 2016





The electronic version of the Accreditation at the Paralympic Games – Detailed specifications document can be downloaded at <http://www.paralympic.org/rio-2016/guides-and-policies>

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## I Executive summary

### About this guide

The Paralympic Identity and Accreditation Card (PIAC) is a document, which confers on its holder the right to take part in the Paralympic 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relating to the PIAC, including the categories and related privileges, as well as the terms upon which it is issued or withdrawn, are at the sole discretion of the IPC Governing Board. Further details regarding the Paralympic Identity and Accreditation Card are contained in this guide.

### Accreditation

The purpose of accreditation is to identify people and their roles at the Paralympic Games and allow them necessary access to perform their roles.

Accreditation is not an external sign of a privileged status but is a necessary working tool to manage the large numbers of people participating in the Paralympic Games, facilitating their movements in a flexible and secure fashion.

Accreditation:

- Ensures that only the appropriately qualified and eligible people are entitled to participate in or perform official functions at the Paralympic Games
- Limits participants' access to areas they need to go to perform their official functions and keeps unauthorised people out of secure zones
- Assists in determining the appropriate sizes and capacities for facilities and services.

### Paralympic Identity and Accreditation Card (PIAC)

The Paralympic Identity and Accreditation Card (PIAC) has two functions:

- Where applicable, together with a valid passport, the PIAC shall act as a multiple-entry visa or visa waiver to the host country. For the Rio 2016 Paralympic Games, the PIAC will serve as a multiple visa waiver.
- Once validated, the PIAC is an accreditation entitling the holder to his/her necessary access to Paralympic venues.



### **Rights attached to a Paralympic Identity and Accreditation Card**

The International Paralympic Committee (IPC) determines the persons entitled to a PIAC and sets the conditions for its granting and issuance.

The IPC, through the Organising Committee for the Olympic and Paralympic Games (OCOG), grants the right to a PIAC to all people who have a recognised official function to perform at the Games.

It is the duty of the OCOG to produce and deliver the cards to the persons entitled to them.

Accreditation is not to be granted in lieu of a “free pass” or “event ticket”.

### **Accreditation charts**

The accreditation charts within Section 8 of this guide list in detail all accreditation categories and, for each category, the list of eligible persons and their respective access rights and privileges by Responsible Organisation.



## II Changes from previous version

### Introduction

This section lists the changes found in this version in relation to the previous.

This version of the guide is produced in May 2015 for the context of accreditation to be used during the Rio 2016 Paralympic Games. This manual is updated following every edition of the Paralympic Games and Paralympic Winter Games.

While indicative information has also been provided for the Paralympic Winter Games the IPC reserves the right to update the guide prior to the next edition of the Paralympic Winter Games.

### Key changes

The key changes proposed within the new version are as follows:

- The list of milestones in section V has been updated based on the Rio 2016 timelines
- Section 1.4 “Multiple Roles and Substitution Rules” has been updated
- Section 2.1.1.2 “Paralympic Village Guest Pass IF allocation” has been added to the guide as ITOs will be accommodated in the Paralympic Village for the Rio 2016 Paralympic Games
- Total number of Paralympic Village Guest Passes for media has been adapted to reflect requirements for Paralympic Games (section 2.1.1.3)
- Section on “Paralympic Family Hotel(s) Guest Pass” has been removed as the PFH will not be under lock down for the Rio 2016 Paralympic Games
- Wording in section 2.2 “Day Pass” has been updated
- Upgrade cards cannot be used for Prime Event and high demand sessions (section 2.3)
- Seating tribune types for competitions and Ceremonies have been restructured (sections 3.1 and 3.2)
- Clarification on workforce accreditation process added (section 4.1)
- Section 4.3 “IPC Eligibility Code forms” has been updated
- Section 7.2 “NPC team officials Paralympic functions” has been updated
- Section 7.4 “Athlete Competition Partner” has been updated – new regulations for Athletics Guide Runners and new sport of Triathlon added
- Additional details brought into the definition for the usage of “P” accreditations (section 7.5)
- The NPC team officials quota for Paralympic Games has been updated (section 7.6)
- Various changes within the accreditation charts (section 8.2 to 8.9)
- New chapter on vehicles’ accreditation has been added (section 9)





### III Cross-referenced documents

#### List

The following is a list of all documents to which this guide refers:

- Guide on Paralympic Ceremonies
- Guide on Paralympic Media Services
- Guide on Paralympic Protocol and Paralympic Family Services
- IPC Handbook
- IOC Accreditation at the Olympic Games – Detailed specifications
- Olympic Games Guide on NOC Services
- Olympic Games Guide on Olympic Villages
- Olympic Games Guide on Transport
- Paralympic Games Master Schedule



## IV List of milestones

### Introduction

This chapter lists the milestones for the accreditation activities that the OCOG, Responsible Organisations and other bodies concerned must comply with. The deadlines below refer to the Rio 2016 Paralympic Games timelines with the Opening Ceremony day as reference date.

<i><b>Deadline</b></i>	<i><b>Action</b></i>	<i><b>Responsible Organisation</b></i>	<i><b>Concerned Organisation</b></i>
16 months	Approval of “Accreditation Manual” and “Application for Accreditation” form for “E”-categories	OCOG	IPC
14,5 months	Distribution of press organisations form (press by number) to all NPCs by 29 June 2015	OCOG	NPCs
12,5 months	Press by number forms to be returned to Rio 2016 by 28 August 2015	NPCs	OCOG
12 months	Accreditation at the Paralympic Games – User’s Guide finalised	IPC	ALL
12 months	Delegation quota formula released to NPCs with the accreditation guide	IPC	NPCs
11 months	Print and distribute Paralympic sport explanatory books	OCOG	IFs/NPCs
11 months	Paralympic accredited seating plans approved by IPC	OCOG	IPC
9 months	Approval of all other “Accreditation Manuals” and design and layout of “Application for Accreditation” forms by IPC	OCOG	IPC
8 months	Registration package including accreditation forms and eligibility forms sent to NPCs	OCOG	NPCs



## IV List of milestones

<i>Deadline</i>	<i>Action</i>	<i>Responsible Organisation</i>	<i>Concerned Organisation</i>
8 months	Approval of design and layout of PIAC by IPC	OCOG	IPC
7 months	Paralympic accreditation application material sent to Responsible Organisations (IPC/ IFs/ Future OCOGs/ Press/ RHBs/ Workforce)	OCOG	IPC/IFs/ Future OCOGs/press/ RHBs
6 months	Press by name forms to be sent to NPCs/IPC by 7 March 2016	OCOG	NPC/IPC
4,5 months	Submission of accreditation application forms for National Paralympic Committee categories	NPCs	OCOG
4 months	Press by name forms to be returned to Rio 2016 by 5 May 2016	NPCs	OCOG
3 months	Submission of accreditation application forms for all remaining categories	ALL	OCOG
3 months	Commence production and distribution of pre-valid PIACs to all Responsible Organisations	OCOG	ALL
2,5 months	Pre-DRMs started with NPCs	OCOG	NPCs
1 month	Mailing of pre-valid cards to remote clients completed	OCOG	ALL
1 month	PIAC with valid passport or travel document authorises entry into host country	OCOG	ALL
3 weeks	Paralympic sport entries and eligibility forms for athletes and team officials submitted to OCOG	NPCs	OCOG



## IV List of milestones

<i>Deadline</i>	<i>Action</i>	<i>Responsible Organisation</i>	<i>Concerned organisation</i>
7 days after Olympic Games opening	Start operation of workforce accreditation centre for Paralympic Games and commence validations of Paralympic Identity and Accreditation Cards (PIAC)	OCOG	ALL
From 10 days	Start implementing access control at various venues in accordance with opening of the Paralympic Village and training venues	OCOG	ALL
From 10 days	Upon arrival of each NPC Chef de Mission, "Delegation Registration Meeting" (DRM) with OCOG  Validation of PIACs available for eligible NPC personnel for the Paralympic Games	OCOG	NPCs
7 days	Start operation of Paralympic Family Hotel accreditation centre	OCOG	ALL
7 days	Start operation of media accreditation centre and airport validation counters for Paralympic Games	OCOG	ALL
7 days	Official Paralympic Village opening	OCOG	NPCs
Up to 1 day	All DRMs conducted	OCOG	NPCs
After the Games	Produce required reports and statistics	OCOG	IPC



## V Glossary

### Presentation

This section defines the different specific terms used throughout this manual. Please note that this guide may also use the core terminology created by the IOC and which is usually delivered in combination with the complete set of all technical manuals. This core terminology comprises approximately 400 general terms, which are among the most used terms for the Olympic and Paralympic Games organisation. The following table includes definitions of terms/acronyms used in this manual specific to the subject.

<i><b>Term</b></i>	<i><b>Definition</b></i>
<i><b>Delegation Registration Meeting (DRM)</b></i>	The DRM is the final confirmation of registration of all athletes and NPC team officials to participate in the Paralympic Games. The OCOG and NPC agree on all names and entitlements of athletes and NPC team officials and confirm in which sports the athletes are entered. NPC services is responsible for DRM management.
<i><b>IPC Eligibility Code Form</b></i>	In order for an athlete, NPC team official or IF official to be eligible for participation in the Paralympic Games they must sign the “IPC Eligibility Code Form” which signifies that they understand and will comply with the <u>IPC Handbook</u> , all policies developed by the IPC and the OCOG for the Games as well as with the rules of the IFs.
<i><b>Function</b></i>	The population or job title to which privileges and access entitlements are attached.
<i><b>Guest Pass</b></i>	Temporary visiting access pass for accredited and non-accredited visitors to some controlled Paralympic venues.
<i><b>IOSD</b></i>	International Organisations of Sports for the Disabled (IOSDs) are independent organisations recognised by the IPC as the sole representatives of a specific impairment group.
<i><b>Paralympic Games</b></i>	The term Paralympic Games refers only to summer editions of the Paralympic Games. Any reference to winter editions shall use the term Paralympic Winter Games (e.g., PyeongChang 2018 Paralympic Winter Games).



## VI Specific glossary

<i><b>Term</b></i>	<i><b>Definition</b></i>
<i><b>Paralympic Identity and Accreditation Card (PIAC)</b></i>	A personalised card granted by the IPC, through the OCOG, which confers on its holder the right to attend the Paralympic Games. It establishes the identity of the holder, identifies the access rights and other privileges of the cardholder for the Paralympic Games and if required authorises entry into the country together with a passport or other valid travel document.
<i><b>PEA</b></i>	See Prime Event Access.
<i><b>PVC</b></i>	See Pre-valid Card.
<i><b>Pictograms</b></i>	The graphic representation of a sport or discipline or an accreditation entitlement.
<i><b>Population</b></i>	Persons entitled to receive accreditation in the indicated category.
<i><b>Pre-Valid Card (PVC)</b></i>	Paralympic Identity and Accreditation Card that has not yet been through the Games-time validation process.
<i><b>Press accreditation application by number forms</b></i>	By completing this form, the NPC informs the OCOG of the number of accreditations its press will need for the Paralympic Games.
<i><b>Press accreditation application by name forms</b></i>	By completing this form, the NPC informs the OCOG of every media representative (by name) that will require accreditation for the Paralympic Games.
<i><b>Prime Event Access (PEA)</b></i>	During some sporting sessions of the Paralympic Games, the seating allocated in the Official Stand for accredited members of the Paralympic Family with rights to designated seating may be insufficient for the demand. These sessions will be designated as Prime Event Access (PEA) and only those populations bearing a PEA code will gain access.
<i><b>Privilege</b></i>	A privilege is an entitlement to particular types of access, seating, transport or accommodation as determined by and commensurate with individual's Paralympic function.





## VI Specific glossary

<i>Term</i>	<i>Definition</i>
<i>Quota</i>	Indicates any numerical restrictions applicable to certain accredited populations.
<i>Regional Organisation (RO)</i>	Regional Organisations are independent of the IPC and are recognised as the sole representatives of the IPC members within a specific part of the world.
<i>Residential Zone</i>	An area in the Paralympic Village where the accommodation for the athletes and team officials is located. An accreditation with “R” symbol or appropriate Guest Pass and accompanying escort is required to enter.
<i>Seating access</i>	Indicates the relevant reserved seating at sport venues for accredited persons.
<i>Team officials</i>	Team officials are persons whose presence is essential to the administration of an NPC sports team at the Paralympic Games.
<i>Transport codes</i>	The alphanumeric codes used by the OCOG on the PIAC to indicate transport privileges.
<i>Upgrade Card</i>	A transferable accreditation card used to give an accredited person additional access rights.
<i>Validation</i>	The process of changing the accreditation status of an individual’s Paralympic Identity and Accreditation Card to “live”.
<i>Vehicle Access and/or Parking Permit (VAPP)</i>	The system used to control access of vehicles entering a Paralympic Lane, a District Perimeter, a Venue Perimeter or a Secure Perimeter, as well as access to reserved parking.
<i>Venue Accreditation Offices</i>	Facilities located at Paralympic venues, to provide immediate temporary resolutions to any exceptional or urgent accreditation problems that may arise.
<i>Venue access codes</i>	Alpha codes created by the OCOG to represent its specific venues that are printed on a Paralympic Identity and Accreditation Card.
<i>Zone codes</i>	Codes used to represent the designated access areas within a venue that are printed on a Paralympic Identity and Accreditation Card.



# **1 Paralympic Identity and Accreditation Card**

## **Introduction**

This chapter describes the purpose and types of Paralympic Identity and Accreditation Cards.

### **1.1 General conditions**

#### **Introduction**

The Paralympic Identity and Accreditation Card (PIAC) confers on its holder the right to perform his/her Paralympic function at the Paralympic Games.

#### **IPC grants accreditation**

The IPC grants the PIAC to persons eligible for accreditation. The IPC Governing Board may delegate all or part of this authority to the OCOG. The OCOG will then make the PIAC available to all persons designated by the IPC.

#### **Meeting the category requirements**

Accreditation issued for a specific category may not be used by anyone 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 such accreditation must be qualified accordingly and must actually perform that function.

#### **Establishes holder's identity**

The PIAC establishes the identity of its holder and constitutes a document which, together with the passport or other official travel document of the holder, authorises entry into the country/territory in which the city organising the Paralympic Games is situated.



## **Validity of PIAC**

Generally, the PIAC allows the holder to stay and perform his/her Paralympic function for a period of at least one month before and one month after the Paralympic Games.

### **PIAC must be validated**

The PIAC does not permit access to Paralympic venues until it has been validated on arrival in the host country/territory.

Prior to being validated, it is referred to as a Pre-Valid Card (PVC).

On being presented at the validation counter or accreditation centre (together with a valid passport or OCOG recognised ID with photo identification confirming the identity of the holder), the PVC is validated and becomes the official identification document for the holder throughout the Paralympic Games period.

### **PIAC functions**

The PIAC must contain all the information necessary to identify eligible persons to be present at the Games and to perform its twofold functions:

#### *An official travel document*

- Where applicable, together with the passport or other official travel document of the holder, the PIAC authorises entry into the host country
- For the Rio 2016 Paralympic Games, the PIAC together with a valid passport or other official travel document of the holder (expiry date must not be before 31 December 2016) will serve as a multiple entry document to Brazil for the period from 5 July until 28 October 2016.

#### *An official Paralympic document*

- The PIAC grants the holder the necessary access to perform a specific function during the Paralympic Games.



### **Not all PIACs authorise entry into the host country**

PIACs for the “OCOG”, “S”, “X” and “P” categories do not authorise entry into the host country/territory. Individuals accredited within these categories must conform to the host country’s legislation and obtain an entry visa if required.

At the discretion of Rio 2016, “P” categories may be eligible to use their PIAC as a visa waiver, together with the passport or other official travel document of the holder for entry into the host country.

### **Responsible Organisations**

Responsible Organisations are officially recognised by the IPC as the interlocutors of the OCOG for the administrative task of processing all necessary accreditation documents.

This ensures a centralised co-ordination of the accreditation process and prevents individuals making requests directly to an OCOG for accreditation.

The Responsible Organisations for the PIAC are:

- The International Paralympic Committee and through it the following sub-categories:
  - International Organisations of Sport for the Disabled (IOSDs)
  - Non Rights Holders (ENRs)
  - Observers from organisers of Regional Games, World Championships and major Games organisations
  - President and Director General or CEO of last preceding OCOGs (summer and winter)
  - Regional Organisations (ROs)
  - World Anti-Doping Agency (WADA)
  - World News Agencies
- The International Federations (IFs)
- The National Paralympic Committees (NPCs) and through them the press and photographers
- The Host Organising Committee of the Olympic and Paralympic Games (OCOG) and through it the Paralympic Partners and the Olympic Broadcasting Services (OBS)
- Future Organising Committees of the Olympic and Paralympic Games

Responsible Organisations, through their authorised representative, must complete and return all required documents and forms to the OCOG within the set deadlines and deliver PVCs to their rightful holders. They must ensure that all persons registered by them meet the requirements applicable to that category.



### **No issuance or transference of accreditation in return for financial consideration**

Where the IPC (either directly or through the OCOG) issues a PIAC to an NPC or other Responsible Organisation, that party agrees that the PIAC will be used solely for the purpose for which it was issued and will not be transferred or sold or in any way, directly or indirectly, exchanged for any financial consideration of any kind. Save in respect of any transaction authorised by the IPC, no one may attempt to acquire accreditation in return for payment in cash or kind and NPCs must not seek to obtain a PIAC in return for any such payment. The notional value of the services of the properly accredited official in connection with his or her authorised functions at the Paralympic Games do not constitute a “payment” for accreditation in this context. The party who receives the PIAC from the IPC agrees that it will provide the IPC with such information in connection with its dealings with the PIAC as the IPC shall require, and agrees that the IPC shall be entitled to determine in its discretion whether the forgoing stipulation has been infringed. If a party is found by the IPC to have breached this obligation, the PIAC can be withdrawn, with immediate effect, at the IPC’s sole discretion.



## 1.2 Specifications of the card

### Form of the card

The Paralympic Identity and Accreditation Card (PIAC) is a card displaying several elements of information about its holder on its front and backside.

### Language on the card

The languages of the information on the card are:

- English
- Language of the host country

### Principle elements

The principal elements to be visible on the card are:

- The official Paralympic Games emblem and designation
- The category code printed in large type with background colour reflecting the various categories as indicated in the accreditation charts
- A recent (within the last six months) colour photograph of the cardholder, on both sides of the card. Typically, the photo should be provided digitally, or hard-copy passport-size photo
- Personal information about the card-holder on both sides of the card (name, function, Responsible Organisation)
- Codes indicating the venue, zone and transportation rights to which the holder is entitled
- Seating access indicating the name of the reserved seating section for competition venues, where applicable
- A personal identity number on both sides of the card, usually referencing that individual's accreditation application form number
- Various security systems or measures to prevent the production of fake cards
- Sponsor recognition for those linked with accreditation.



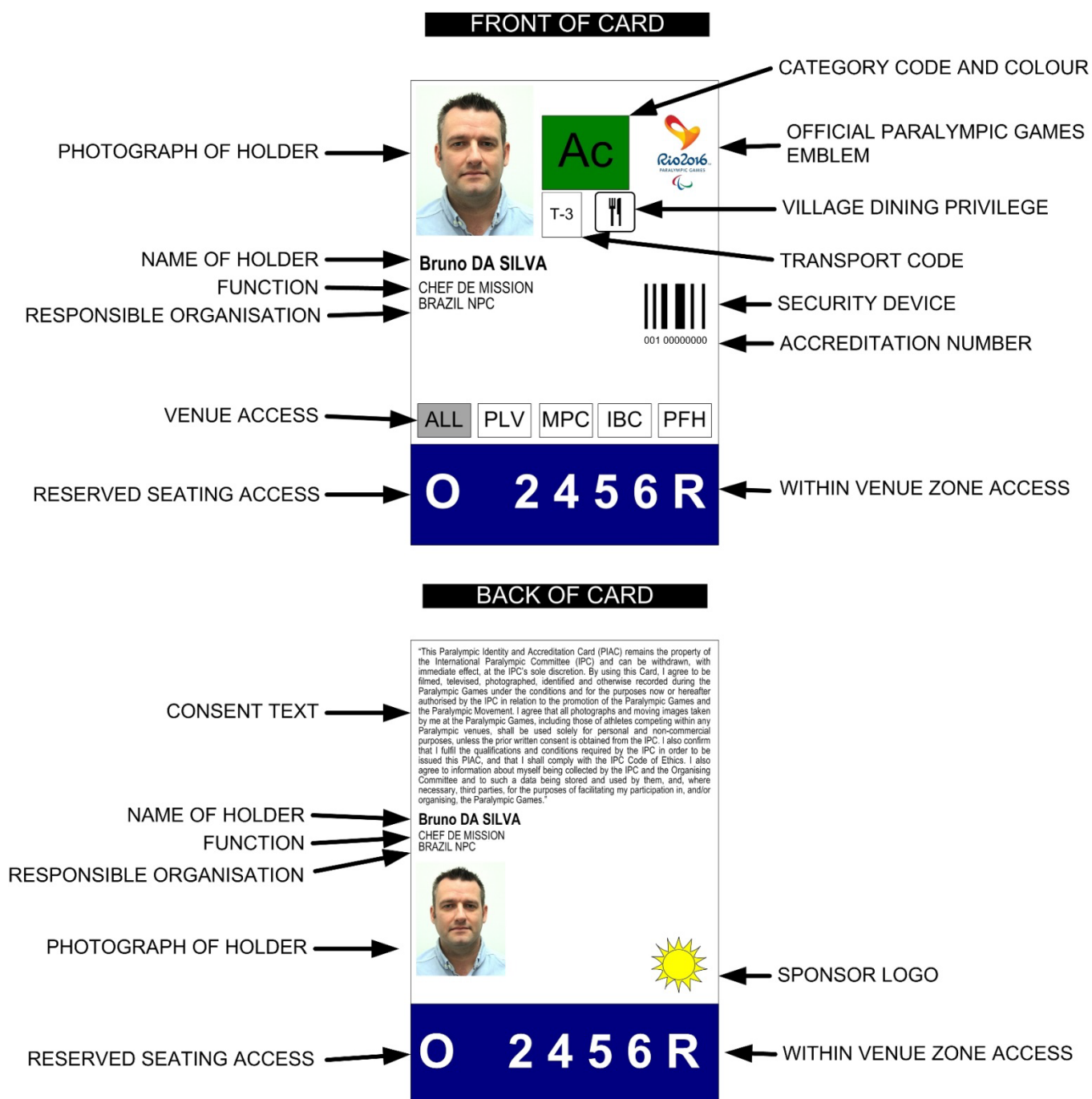


- Text granting consent to use the holder's likeness and name:

"This Paralympic Identity and Accreditation Card (PIAC) remains the property of the International Paralympic Committee (IPC) and can be withdrawn, with immediate effect, at the IPC's sole discretion. By using this card, I agree to be filmed, televised, photographed, identified and otherwise recorded during the Paralympic Games under the conditions and for the purposes now or hereafter authorised by the IPC in relation to the promotion of the Paralympic Games and the Paralympic Movement. I agree that all photographs and moving images taken by me at the Paralympic Games, including those of athletes competing within any Paralympic venues, shall be used solely for personal and non-commercial purposes, unless the prior written consent is obtained from the IPC. I also confirm that I fulfil the qualifications and conditions required by the IPC in order to be issued this PIAC, and that I shall comply with the IPC Code of Ethics. I also agree to information about myself being collected by the IPC and the Organising Committee and to such a data being stored and used by them, and, where necessary, third parties, for the purposes of facilitating my participation in, and/or organising, the Paralympic Games."



## Example of the Paralympic Identity and Accreditation Card (PIAC)





## 1.3 Two Part Card

### Introduction

A Two Part Card is essentially a Paralympic Identity and Accreditation Card divided into two parts:

Identity Card – contains the holder’s information (name, accreditation number, photo and area of work)

Upgrade Card – has the access entitlements identified on it

The two “parts” must be worn together to allow access into a venue.

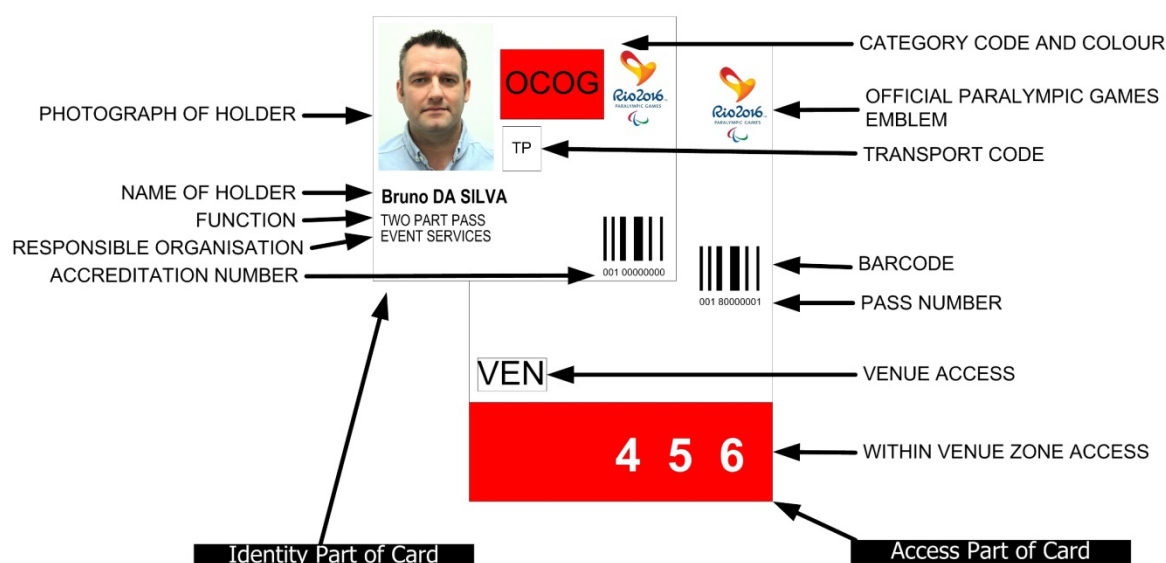
The first part of the card, the Identity Card, is kept by the holder at all times; by itself it does not give the holder access to any venues.

### Purpose of a Two Part Card

The purposes of a Two Part Card are:

- The Upgrade Card can be transferred among accredited people
- The Two-Part Card gives a Responsible Organisation the flexibility to redeploy staff throughout a venue or among venues on a day-to-day basis.

### Example of a Two Part Card





## **1.4 Multiple roles and substitution rules**

### **Introduction**

In principle, an individual is entitled to only one PIAC.

Individuals are entitled to accreditation because of their role at the Paralympic Games. If the incumbent does not attend the Paralympic Games, his/her right to accreditation cannot be given to another person except in the cases defined in the “Substitution Rules” section below.

### **Multiple “accreditable” roles**

If an individual has several valid “accreditable” roles, the role with the highest entitlements will normally be selected and no substitutes may directly benefit from the unused accreditation, except in the cases mentioned below. Any person with multiple official functions at the Games may receive only one accreditation and receive only the rights necessary to fulfil the role selected. If an individual chooses a role with lower entitlements in order to fulfil a specific role, other higher entitlements will be forfeit.

For example if an NPC President or Secretary General is accredited as a team official (Ac, Ao, Am or As) he/she forfeits the use of T2 or access to VIP seating for the Ceremonies. Similar principles apply for IF leadership accredited as Games Officials.

If an IOSD President and/or Secretary General are/is accredited as IF President and/or Secretary General, no replacement will be permitted.

In case of a duplicate in the database, the OCOG should contact both Responsible Organisations which submitted the data to define which role the individual will fulfil at the Paralympic Games (one of them or both). The OCOG should contact the IPC for resolution only in case the situation cannot be solved.

### **Substitution rules**

For an NPC with athletes participating in the Paralympic Games, whose President and/or Secretary General is an IPC Governing Board Member, the Responsible Organisation concerned may request accreditation for a Vice President, in the appropriate category (“NPC”) and with the same rights and privileges afforded that category.

For the case in which a President and/or Secretary General of an NPC with participating athletes do/does not attend the Paralympic Games, a Vice President may substitute the President or the



Executive Director (or CEO) may take the accreditation of the Secretary General. Only one substitution is permitted.

Replacement is permitted for an NPC President or Secretary General who performs the function of Chef de Mission for his/her NPC. The position can only be substituted by the Vice President or the Executive Director (or CEO) respectively.

For an IF on the Games programme, whose President and/or Secretary General is an IPC Governing Board Member, the Responsible Organisation concerned may request accreditation for a Vice President, in the appropriate category (“IF”) and with the same rights and privileges afforded that category.

For the case in which a President and/or Secretary General of an IF on the Games programme does not attend the Paralympic Games, a Vice President may substitute the President or the Executive Director (or CEO) may take the accreditation of the Secretary General. Only one substitution is permitted.

When an IF President/Secretary General or Chairperson/Vice Chairperson is acting in another capacity (e.g., Technical Delegate), then no substitution for this position is permitted.

No substitution or replacement accreditation is permitted for the other categories, or for persons not present at the Games, other than in the cases explained above.

### **Accreditation request for NPC Presidents and Secretaries General without participating athletes**

NPC Presidents and Secretaries General without participating athletes on the Paralympic Games programme are not entitled to accreditation under these categories. Upon request, the IPC will consider the provision of “IPC Guest” accreditations for the NPC President and Secretary General.

No substitution for any other person is permitted in this case.



## **1.5 Accompanying Guests**

### **Definition**

Some accredited persons are entitled to one accompanying guest, to accommodate the presence and accreditation of a spouse, a close family member or a guest.

### **Guest entitlement**

The accompanying guest is only entitled to accreditation if the person who has the right to invite attends the Paralympic Games.

### **Designation and privileges**

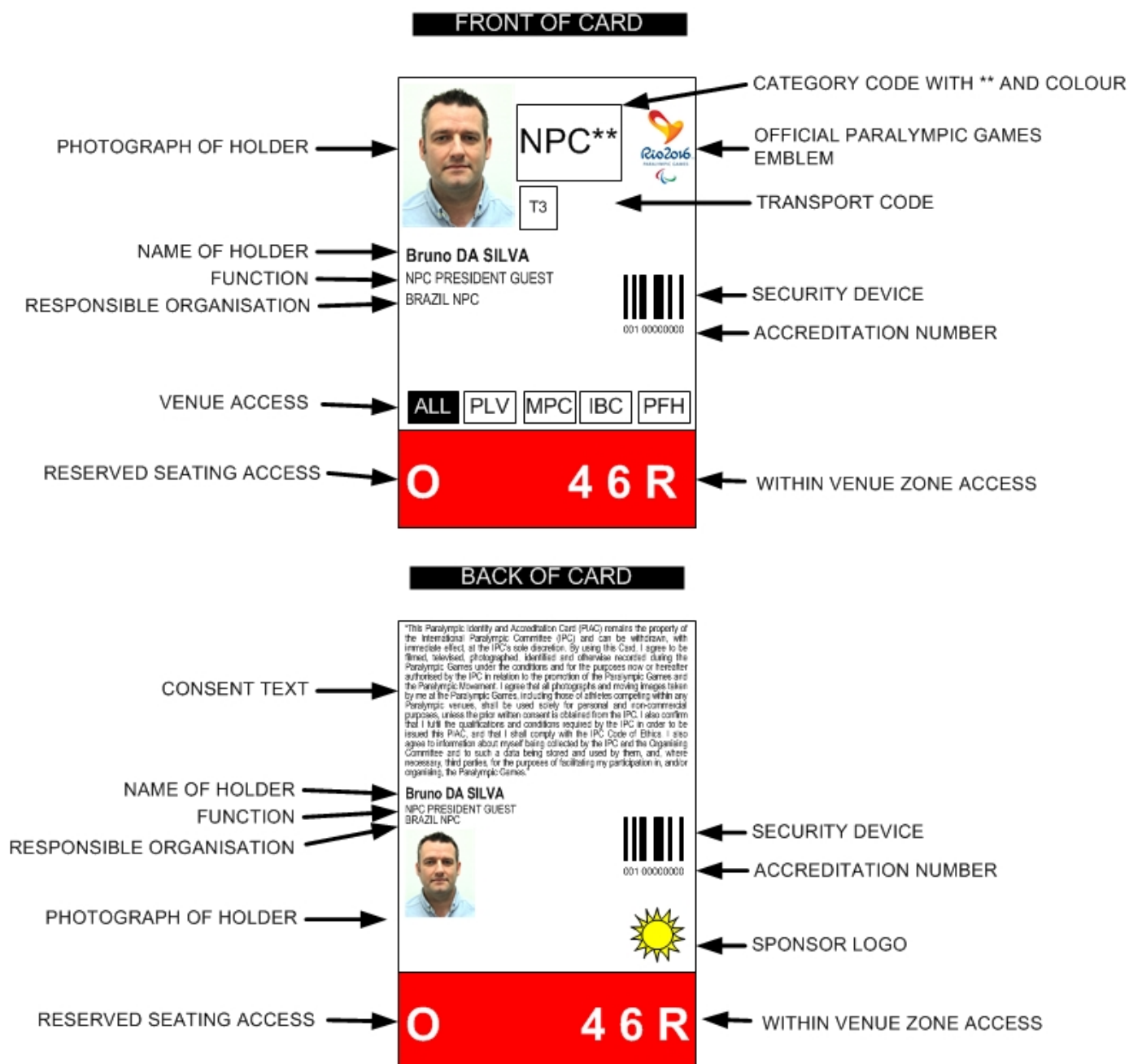
Accompanying guests are accredited in the same category as their “host”, but a graphic depiction represented by “\*\*” is added to the category designation and visually displayed on the accreditation card. See diagram below.

The rights and other privileges granted to the person who has the right to invite do not necessarily extend to the accompanying guest.





## Sample of an Accompanying Guest Accreditation Card





## 1.6 NPC Dignitary Guests

### Introduction

NPCs are entitled to invite and accredit up to three international dignitaries to the Paralympic Games (see section 9.4). Guests falling within this population include:

- Sovereigns
- Heads of State
- Heads of Government
- Sport Ministers, or
- Other Prominent Government Officials.

Other Prominent Government Officials must be high-level government representatives responsible for sport for persons with an impairment in their country. Examples of this might include: Minister of Health & Social Welfare, Minister of Youth and Education, or Minister for Public Health.

In cases where Secretaries of State are responsible for sport for persons with an impairment, they may be accredited as Sport Minister. However, only one Sport Minister per country may be accredited at one time.

Requests outside of the positions and conditions mentioned above require written approval by the IPC.

Examples of positions not falling within the international dignitary populations as described above include:

- Mayors of cities
- Ambassadors or Heads of Diplomatic Mission
- Non-Government officials
- Corporate sponsors/patrons
- National Paralympic/Olympic Committee representatives.

The eligibility of all international dignitary guests of NPCs will be verified by the OCOG and in cases of doubt, approved by the IPC.

### Embassy representation

In cases where an NPC has accredited a Head of State and/or Head of Government during the Paralympic Games, an Ambassador (or Head of Diplomatic Mission) may be accredited in addition to the permitted two entourage.



## **1.7 Transferable Accreditation**

### **Introduction**

A number of transferable accreditation cards are allocated to the IPC, NPCs and IFs. The aim is to:

- Give Responsible Organisations a means of accrediting a number of guests within a set quota, by rotating the right to accreditation
- Temporarily upgrade access rights for accredited persons.

### **Types of Transferable Cards**

There are two types of transferable accreditation cards:

- Nominative Transferable Cards
- Upgrade Transferable Cards (refer to section 2.3 of this guide for detailed information)

#### **1.7.1 Nominative Transferable Cards**

##### **Introduction**

This type of PIAC is a personalised individual card, displaying the photograph, name, function and Responsible Organisation of the holder and his/her access entitlements.

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

##### **Quotas**

The table on the next page outlines the category type and number of cards that are issued by the OCOG to the people designated by the eligible Responsible Organisation.



<i><b>Responsible Organisation</b></i>	<i><b>Category</b></i>	<i><b>Population</b></i>	<i><b>Number of Cards Issued</b></i>	<i><b>Transferable</b></i>	<i><b>Paralympic Games</b></i>
IPC	"B"	Transferable Guest	Quota determined by IPC	2 times	Summer, Winter
IFs	"IF"	Transferable Guest	12 per IF	2 times	Summer, Winter
NPCs with participating athletes	"NPC"	Minister of Sports	1 per NPC	1 time (only when responsibility is shared by 2 or more Ministers)	Summer, Winter
NPCs with participating athletes	"NPC"	Transferable Guest	1 per 20 athletes ("Aa")	2 times	Summer
			1+1 per 5 athletes ("Aa")	2 times	Winter
NPCs with participating athletes	"Ao"	NPC team officials	Subject to NPC Team Size Formula (TSF)	1 time (only up to 50% of the number of "Ao" accreditations)	Summer
NPCs with participating athletes	"As"	NPC additional team officials	Subject to NPC Team Size Formula (TSF)	1 time	Summer
NPCs	"O"	Official Applicant City Executives	4 per NPC	1 time	Summer, Winter
Paralympic Partners	"PS"	Senior Executives	Limited by contract	2 times	Summer, Winter



## Process

To transfer the use to another person and receive a new card, the Responsible Organisation must:

<i>Phase</i>	<i>Description</i>
1	Submit application for the prospective holder by the required deadline.
2	Ensure that its established quota is not exceeded.
3	Submit transference schedule for each user per transferable accreditation card.
4	Surrender and/or electronically deactivate cards of replaced personnel prior to activation of a new card at the request of the OCOG.



## 2 Additional access passes and devices

### Introduction

This chapter describes the additional access passes and devices to the Paralympic Identity and Accreditation Card used at the Paralympic Games and their distribution to those eligible.

### 2.1 Guest Pass

#### Introduction

Temporary visiting access may be granted to persons not accredited or whose accreditation does not permit automatic access to some controlled Paralympic venues. Guest passes are valid only for the day of delivery

#### Affected venues

The venues concerned by such passes are:

- Paralympic Village (PLV)
- Main Press Centre (MPC)
- International Broadcast Centre (IBC)
- OCOG's administrative headquarters (if judged appropriate)
- Competition venues for access to Federation Stand and Paralympic Family Lounge
- Competition venues for access to Official Stand and Paralympic Family Lounge.

#### Guest Pass application approval

Detailed policies and procedures related to the application and approval processes for Guest Passes at each of these venues will be developed by the OCOG and approved by the IPC.





## 2.1.1 Paralympic Village Guest Pass

### Issued only to those with need

To protect the privacy and security of village residents, only those persons who have a functional need to enter the Paralympic Village are granted permanent access. Guest Passes will be issued to those individuals in need of temporary access to the Paralympic Village for visiting purposes in limited numbers and under controlled circumstances.

### Types

There are four different types of Paralympic Village Guest Passes:

- IPC Guest Pass which grants access to the Paralympic Village Plaza and/or Residential Zone
- NPC Guest Pass which grants access to the Paralympic Village Plaza and/or Residential Zone
- IF Guest Pass which grants access to the Paralympic Village Plaza and/or Residential Zone
- Media Guest Pass which grants access to the Paralympic Village Plaza only

### 2.1.1.1 Paralympic Village Guest Pass NPC allocation

#### Introduction

This access pass system allows NPC visitors, friends and family of delegation, dignitaries and sponsors access to the Paralympic Village.

A Paralympic Village Guest Pass Centre is operated by the OCOG at the perimeter of the Paralympic Village for distribution of the passes to these populations.

The IPC reserves the right to modify these quotas at its own discretion and at any time before and during the Paralympic Games.



## **NPC delegations**

Each NPC delegation is assigned a daily quota of Guest Passes to the Paralympic Village according to the NPC delegation size. They are to be used at the discretion of the NPC, which is responsible for its visitors in the Paralympic Village at all times.

The passes are administered by the OCOG through the Guest Pass Centre at the Paralympic Village.

NPC guests are able to visit the Paralympic Village Plaza unaccompanied. However should an NPC guest enter the Residential Zone, the guest must be accompanied at all times by a member of the NPC delegation who is a resident of the village.

Guests will only be permitted into the Paralympic Village if an official request is submitted prior to the established deadline.

NPC Guest Passes issued to media for access to the Residential Zone by an NPC will count towards the assigned daily quota. All guests within the Paralympic Village must abide by the Paralympic Village guidelines which are included in the [Olympic Games Guide on Olympic Villages](#) and the [Guide on Paralympic Media Services](#).

## **Process for Paralympic Village Guest Pass distribution to NPC guests**

<b><i>Phase</i></b>	<b><i>Description</i></b>
1	NPC receives daily requests for dignitaries, friends and family, visitors, sponsors.
2	The NPC Chef de Mission (or his/her proxy) submits requests to Village Guest Pass Centre the evening before passes are required, within NPC quota numbers.
3	NPC ensures that guests are informed of the need to carry an OCOG recognised ID with photo identification e.g., passport on the day of the visit.
4	Guests arrive at Village Guest Pass Centre and exchange accreditation card or OCOG recognised ID with photo identification for Guest Pass.
5	NPC representative receives and chaperones guest(s) within Residential Zone of the Village.
6	NPC representative ensures that Guest Passes are returned in exchange for accreditation card or OCOG recognised ID on the same day prior to the closing of the Paralympic Village Guest Pass Centre.



### **Paralympic Village Guest Pass NPC quota (Paralympic Games)**

The maximum number of guests per NPC at any given time is calculated in the below table (e.g., for a delegation of 30 persons or less, a maximum of 10 passes would be allocated on a daily basis). Each Guest Pass allows multiple entries into the Paralympic Village for the same individual on the same day.

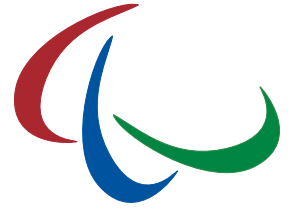
<i>Delegation Size</i>	<i>Number of Paralympic Village Guest Passes</i>
1 – 10	4
11 – 24	6
25 – 50	10
51 – 100	15
101 – 200	25
201 – 300	35
301 – 400	50
400 +	65



## Paralympic Village Guest Pass NPC quota (Paralympic Winter Games)

The quota expressed below includes the total number of passes that can be allocated to NPCs on a daily basis.

<i>Delegation Size</i>	<i>Number of Paralympic Village Guest Passes</i>
1 – 30	7
31 – 35	8
36 – 40	10
41 – 45	11
46 – 50	13
51 – 60	14
61 – 70	15
71 – 80	16
81 – 90	17
91 – 100	18
101 – 110	19
111 – 120	20
121 – 130 +	22



#### 2.1.1.2 Paralympic Village Guest Pass IF allocation

##### **Introduction**

This access pass system allows IF visitors, friends and family of Games officials to enter the Paralympic Village.

The IPC reserves the right to modify these quotas at its own discretion and at any time before and during the Paralympic Games.

Each IF is assigned a daily quota of guest passes to the Paralympic Village according to the number of Games officials. They are to be used at the discretion of the IF, which is responsible for its visitors in the Paralympic Village at all times.

The passes are administered by the OCOG through the Guest Pass Centre at the Paralympic Village.

IF guests are able to visit the Paralympic Village Plaza unaccompanied. However should an IF guest enter the Residential Zone, the guest must be accompanied at all times by the respective IF Games official.

Guests will only be permitted into the Paralympic Village if an official request is submitted prior to the established deadline.



## Process for Paralympic Village Guest Pass distribution to IF guests

<i>Phase</i>	<i>Description</i>
1	IF receives daily requests for friends, family, visitors or sponsors.
2	The IF Technical Delegate (or his/her proxy) submits requests to Village Guest Pass Centre the evening before passes are required, within IF quota numbers.
3	IF ensures that guests are informed of the need to carry an OCOG recognised ID with photo identification e.g., passport on the day of the visit.
4	Guests arrive at Village Guest Pass Centre and exchange accreditation card or OCOG recognised ID with photo identification for Guest Pass.
5	IF representative receives and chaperones guest(s) within Residential Zone of the Village.
6	IF representative ensures that Guest Passes are returned in exchange for accreditation card or OCOG recognised ID on the same day prior to the closing of the Village Guest Pass Centre.

## Paralympic Village Guest Pass IF quota (summer and winter)

The maximum number of guests per IF at any given time is calculated in the below table. Each Guest Pass allows multiple entries into the Paralympic Village for the same individual on the same day.

<i>Number of IF Games Officials</i>	<i>Number of Paralympic Village Guest Passes</i>
1 – 5	4
6 – 10	5
11 – 15	6
16 – 20	7
20 +	8



### 2.1.1.3 Paralympic Village Guest Pass media allocation

#### Introduction

The Paralympic Village constitutes the most sensitive Paralympic venue.

The athletes have expressed their desire for all concerned to facilitate contact between the athletes and the accredited media. This is to be done within the rules set by the IPC pertaining to access to the Paralympic Villages and with an understanding of mutual respect for each other's interests.

This is co-ordinated between the IPC, OBS and the OCOG.

#### Media access to Paralympic Village Plaza

This access pass system allows eligible accredited media access to the Paralympic Villages.

Paralympic Village media allocation is restricted to the Paralympic Village Plaza only.

A media access gate (categories E and RT) is operated by the OCOG at the perimeter of each Village for distribution of the passes to this population.

Holders of "ENR" accreditations are not permitted to take video or audio equipment into the Paralympic Village, including the Paralympic Village Plaza.

#### Process for Paralympic Village Guest Pass distribution to media

<i>Phase</i>	<i>Description</i>
1	E and RT accredited media enter the Paralympic Village through the media access gate.
2	Exchange accreditation card for Guest Pass.
3	Upon departure accredited media need to return the Guest Pass and retrieve their accreditation card from the media access gate.



### Paralympic Village media quotas

The IPC has set a quota according to categories for the maximum number of media permitted inside the Paralympic Village at any given time.

A number of the media guest passes within the quota may be permanently allocated by OBS to some broadcasters, pools and OBS.

The quotas expressed below include the total number of passes that can be allocated to media on a daily basis.

<i>Category</i>	<i>Number of Paralympic Village Guest Passes</i>
E	200
RT	200

### Media access to Residential Zone

The media can enter the Residential Zone of the Paralympic Village only at the expressed invitation of an NPC through the NPC Guest Pass procedure. Entry by the media is also subject to the following conditions:

- No journalist or film crew is allowed in the main dining facilities of the Paralympic Village. No filming of the Village public spaces is allowed. However, the IPC reserves the right to arrange very limited access in exceptional conditions.
- An NPC representative must escort all media representatives at all times.
- The NPC concerned and the Chef de Mission assume full responsibility for the presence of the media on their premises and for any consequence thereof.
- Rights-Holding Broadcasters (RTs) may set up permanent facilities in the Residential Zone only with the written agreement of OBS and the NPC concerned, which must also regulate the operation of these facilities.
- Rights-Holding Broadcasters (RTs) must have a static operation and only film within the premises of the respective NPC and must not film any other function or area of the Paralympic Village. They cannot film or interview any other athlete or team official from another NPC.
- Rights-Holding Broadcasters (RTs) cannot film or interview Games Officials inside the Residential Zone of the Paralympic Village





## 2.1.2 Main Press Centre Guest Pass

### Introduction

Subject to IPC agreement, the OCOG may issue Guest Passes for the Main Press Centre (MPC) to guests of the accredited media and visitors.

An individual can be granted a maximum of 5 Guest Passes during the Paralympic Winter Games, unless a different number has been agreed by the IPC.

### Guest Pass Centre

A Guest Pass Centre will be located within the perimeter of the MPC.

The MPC Guest Pass Centre will have separate access from the main entrance to the MPC (accessible to personnel already accredited) and from the access control points.

### Process for Main Press Centre Guest Pass distribution

<i>Phase</i>	<i>Description</i>
1	Application is made to the MPC Guest Pass Centre in advance.
2	On arrival guest/visitor presents at the MPC Guest Pass Centre an accreditation card and/or OCOG recognised ID if not accredited to establish identity.
3	OCOG distributes guest pass to guest/visitor.
4	Guest/visitor is not required to return the guest pass to the MPC Guest Pass Centre when leaving the venue.



### 2.1.3 International Broadcast Centre Guest Pass

#### Introduction

Subject to IPC agreement, OBS may issue guest passes for the International Broadcast Centre (IBC) to guests of the accredited media and visitors.

#### Guest Pass Centre

A Guest Pass Centre will be located within the perimeter of the IBC, immediately adjacent to the main entrance of the building and will be easily accessible by anyone who does not have the required venue code.

The Guest Pass Centre will have separate access from the main entrance to the IBC (accessible to personnel already accredited) and from the access control points.

#### Process for IBC Guest Pass distribution

<i>Phase</i>	<i>Description</i>
1	Application is made to the IBC Guest Pass Centre in advance.
2	Guest/visitor arrives at the IBC Guest Pass Centre and exchanges accreditation card or OCOG recognised ID with photo identification for guest pass.
3	OBS/Right holders receive and chaperon guest/visitor within the IBC.
4	Guest/visitor needs to return Guest Pass in exchange for accreditation card or OCOG recognised ID on the same day prior to the closing of the IBC Guest Pass Centre.



#### **2.1.4 International Federation Guest Pass (Paralympic Games only)**

##### **Introduction**

Subject to IPC agreement, the International Federation (IF) may request guest passes for access to a session of their respective competition venues for their guests/visitors.

This Guest Pass allows access to Federation Stand accredited seating and the Paralympic Family Lounge. The guest pass does not have access to Prime Event Access sessions.

##### **Quotas**

The IPC establishes a quota for the number of guest passes that can be allocated per session with each IF for all of their competition venues.

##### **Guest Pass distribution**

IF Guest Passes will be distributed at the Venue Accreditation Office that is located within the perimeter of the competition venue.

##### **Process for IF Guest Pass distribution**

<b><i>Phase</i></b>	<b><i>Description</i></b>
1	Official request is submitted by the IF to the Venue Accreditation Office in advance.
2	On arrival guest/visitor presents at the Venue Accreditation Office an accreditation card and/or OCOG recognised ID (passport) if not accredited to establish identity.
3	OCOG distributes Guest Pass to guest/visitor.
4	Guest/visitor is not required to return the Guest Pass to the Venue Accreditation Office when leaving the venue.



## 2.1.5 International Paralympic Committee Guest Pass

### Introduction

The International Paralympic Committee may authorise Guest Passes for access to competition venues for its guests/visitors.

This guest pass allows access to Official Stand accredited seating and the Paralympic Family Lounge. The guest pass does not have access to Prime Event Access sessions.

### Guest Pass distribution

IPC Guest Passes will be distributed at the Venue Accreditation Office that is located within the perimeter of the competition venue.

### Process for IPC Guest Pass distribution

<i>Phase</i>	<i>Description</i>
1	Official request is submitted by the IPC to the Venue Accreditation Office in advance.
2	On arrival guest/visitor presents at the Venue Accreditation Office an accreditation card and/or OCOG recognised ID (e.g., passport) if not accredited to establish identity.
3	OCOG distributes Guest Pass to guest/visitor.
4	Guest/visitor is not required to return the Guest Pass to the Venue Accreditation Office when leaving the venue.



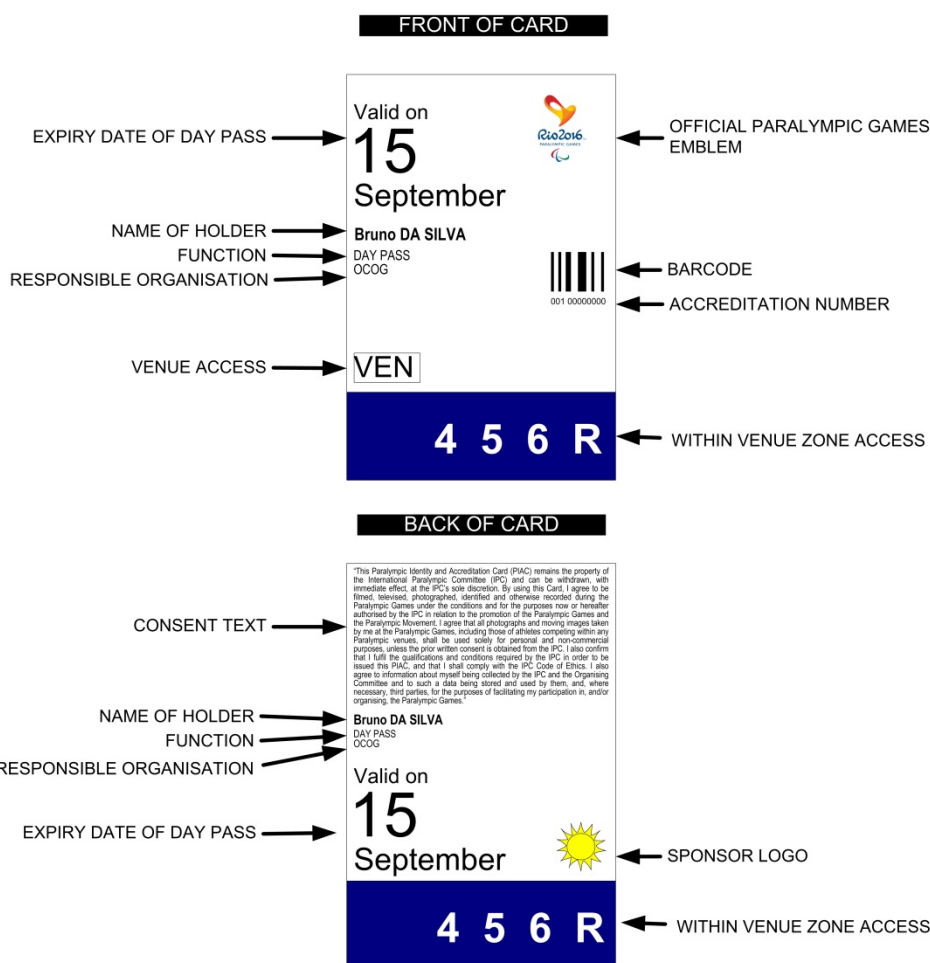
## 2.2 Day Pass

### Purpose

The Day Pass is designed only for workforce participants to gain temporary access to Paralympic competition and non-competition venues and is usually valid for a single venue and only on the day it is issued.

The Day Pass will operate under the same principles as the PIAC and will adopt the same features, with the exceptions being an expiry date instead of an individual's photo and no category code.

### Example of a typical Paralympic Games Day Pass





## Distribution

Day Passes are distributed from Venue Accreditation Offices.

These devices are only issued to the following populations:

- Accredited workforce personnel who are required to perform a specific task in an accredited zone and/or venue requiring a different access entitlement to that offered by their PIAC; or
- Non-accredited workforce personnel who have been appropriately pre-registered on the Games Accreditation Computer System.

## Day Pass application approval

A process will be defined by the OCOG and approved by the IPC for the application and approval of Day Passes at each of the venues.

## Process for Day Pass distribution

<i>Phase</i>	<i>Description</i>
1	Accredited or registered persons submit an application to the relevant Venue Accreditation Office in advance.
2	On arrival individual presents at the Venue Accreditation Office an accreditation card and/or OCOG recognised ID with photo identification (passport) if not accredited.
3	OCOG distributes Day Pass.
4	Visitor is not required to return the Day Pass to the Venue Accreditation Office when leaving the venue.



## 2.3 Upgrade Card – “U” category

### Introduction

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

### User must be accredited

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

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

Upgrade cards do not grant access to Prime Event or high demand sessions as determined by the IPC.

### “U” category

“U” cards can grant access to all sport venues, within venue zones and reserved seating (subject to seating availability). Specific quotas are set for the Responsible Organisations, such as the IFs and NPCs in agreement with the IPC.

### Quotas

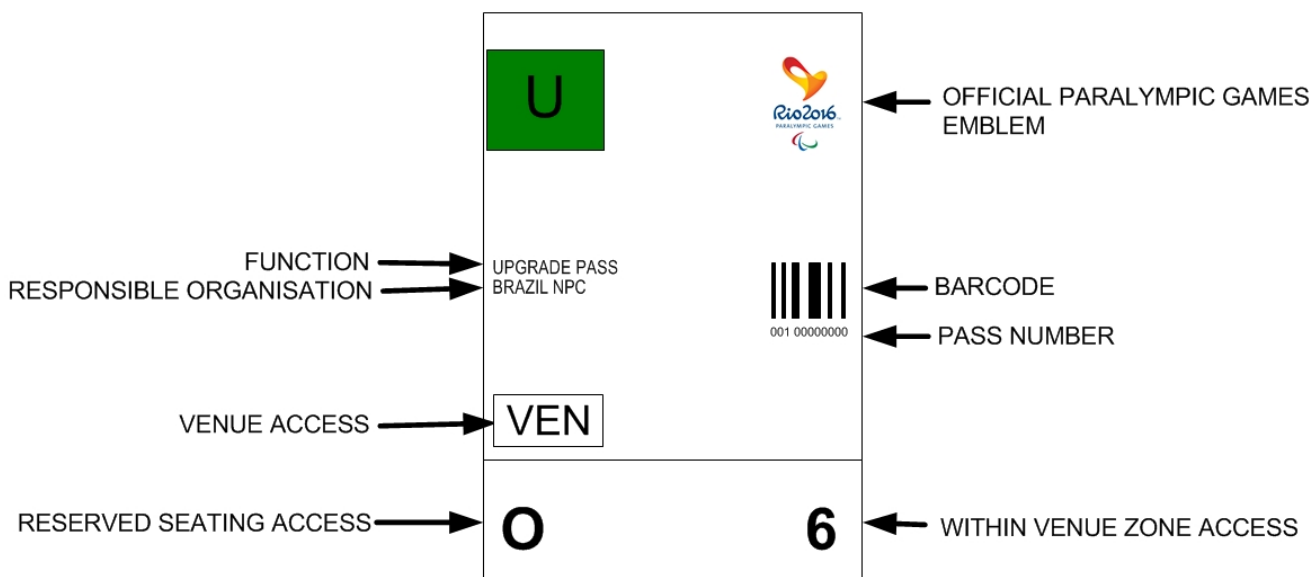
The following table lists the quotas of Upgrade Cards granted to the eligible Responsible Organisation for the Paralympic Games (summer and winter).

<i>Responsible Organisation</i>	<i>Number of “U” cards issued</i>	<i>Paralympic Games</i>
IPC	Quota determined by IPC	Winter, Summer
IFs on the Games Programme	10 per IF	Winter, Summer
NPCs with participating athletes	1 per NPC + 1 per 10 athletes (“Aa”)	Winter
NPCs with participating athletes	1 per NPC + 1 per 50 athletes (“Aa”)	Summer

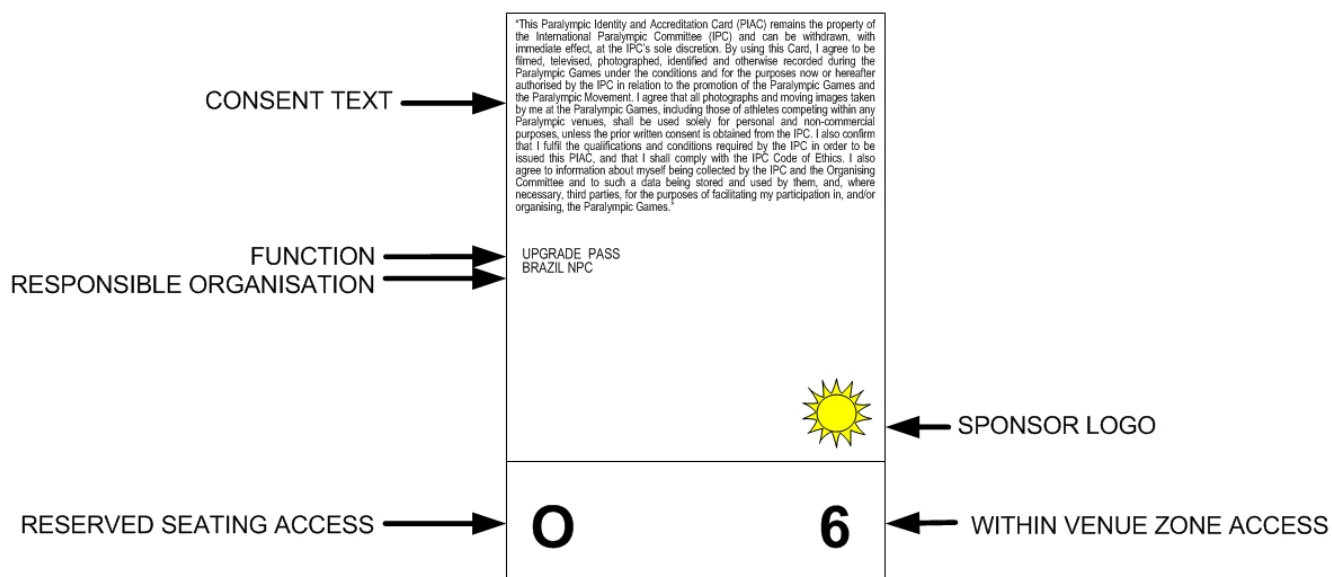


## Sample of an Upgrade Card

### FRONT OF CARD



### BACK OF CARD







## 2.4 Access to restricted areas

### Supplementary Access Control Devices

Access to certain sessions, zones and ceremonies as well as other special areas may require, in addition to a PIAC, other devices such as tickets, passes, armbands or bibs known as Supplementary Access Control Devices (SACD). The accreditation zones system may sometimes not cover the operational requirements of all the different sports and events on the Games programme and when deemed necessary, a Supplementary Access Control Device can be introduced into the system to better regulate access and facilitate operations:

- All SACDs may be introduced into the Games access control system only with the approval of the IPC, after proposal by the OCOG accreditation department
- Operational needs for a Supplementary Access Control Device 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 the IPC for approval
- All Supplementary Access Control Devices should be designed and produced by Accreditation to ensure consistency of design within the policies of the Accreditation Card Operating System; when possible or appropriate, the devices will be produced in different colours and will be numbered and venue specific
- SACDs are to be distributed and monitored by the relevant Functional Areas or space/event owner according to the OCOG policies and procedures, and always in accordance with the access control policies defined by Accreditation
- SACDs must be used along with a PIAC since they do not grant any access to any venues or zones within venues by themselves
- SACDs are not to be used as supplementary identification devices, but only as supplementary access control devices.



## Examples

The following SACDs may be required:

- Photographers Bib for Pool Photographers and Photographers
- Field of Play Bib for Host and Rights-Holding Broadcasters
- Unilateral Zone Armband for Rights-Holding Broadcasters
- Compound Pass and Satellite Farm Pass
- Mixed Zone Armband
- PNS Bib
- Doping Control Station Pass
- Wristbands for Opening and Closing Ceremonies
- Holographic Stickers for Opening and Closing Ceremonies
- Tickets
- Sport specific devices (only for those sports where necessary)
- Sticker or special pass for OCOG's administrative headquarters
- Sticker or special pass for IPC's temporary administrative offices at the PFH.



## 3 Seating entitlements

### Introduction

The OCOG must ensure that appropriately sized designated areas or stands are reserved for eligible accredited persons at each competition venue before the available tickets are offered for sale.

### 3.1 Seating tribune types for competition venues

Each competition venue has various stands for specific client groups. Access to the reserved seating area is indicated through the seating access code appearing on the PIAC. Please refer to the accreditation chart on chapter 8 of this guide for seating entitlement for each population.

#### Official Stand

The Official Stand is an area reserved for accredited persons with the Official Stand entitlement “O” appearing on their PIAC or guest pass.

There must be an Official Stand at all competition venues, although its seating capacity can vary greatly from one venue to the other.

For all competition events, seating in the Official Stand is a single block of seats; it is not divided into separate sections for each eligible category.

#### Federation Stand

The Federation Stand is reserved for people from the International Federation (IF) governing the sport being staged at that venue with the Federation Stand entitlement “F” appearing on their PIAC or guest pass.

#### Athletes’ Stand

At each sport venue, an Athletes’ Stand is reserved for same sport athletes and NPC team officials. Only accredited people with the seating code “A” are allowed to be seated in that stand.



## **E Stand**

The E Stand is a seating area to which access is authorised only to PIAC holders with the seating code “E”.

## **RT Stand**

The RT Stand is a seating area reserved for people accredited under the “RTa” and “RTb” categories. Seats can be accessed via the zone “5” on their PIACs.

### **3.2 Seating tribune types for Ceremonies**

Paralympic and host country protocols usually dictate that an IPC President and Head of State Stand (Presidential Box) be designated in the Olympic Stadium for the Opening and Closing Ceremonies.

The Presidential Box at the Ceremonies should be incorporated within the “Official Stand.”

Exceptionally, the people accompanying the IPC President and Head of State and occupying the stand are not dictated by accreditation categories, but by the protocols of the IPC and the host country. Please see the [Guide on Paralympic Protocol and Paralympic Family Services](#) and the [Guide on Paralympic Ceremonies](#) for further details regarding protocol requirements for Ceremonies.

For the Ceremonies there are individually identified sectors for the eligible populations within each accreditation category as per the seating plan defined and agreed by the IPC. Please refer to the accreditation chart on chapter 8 of this guide for Ceremonies seating entitlement for each population

Access to the Ceremonies for accredited seating area will only be granted to PIAC holders with a complimentary ticket.



### **3.3 Access to Prime Events**

#### **Definition**

Prime Event Access (PEA) is a mechanism that regulates access only to the zones “White, 6 and Official Stand” for Paralympic Games competition sessions, in which there is a high expectation that demand significantly exceeds seating capacity in this zone. Therefore the IPC Executive Office will determine the specific sessions which require PEA access.

PEA does not affect other zones within competition venues regardless if the session has been determined as a PEA session or not.

#### **Process**

Certain accreditation functions may not have the PEA access code. In such cases, an accredited person wishing to attend a competition event that is PEA only is required to purchase a ticket for that particular session.

#### **Access**

ALL in white letters on a black background is equivalent to having Prime Event Access status.

ALL in black letters on a grey background is NOT equivalent to having Prime Event Access status.

Upgrade cards for NPCs are not valid for PEA sessions.

#### **PEA Categories and Populations**

The accreditation chart found at the end of this document (Sections 8.2 - 8.9) state by Responsible Organisation, the categories and populations that have been approved by the IPC that have PEA status for the Paralympic Games.



### 3.4 Media high demand events

#### Introduction

The IPC has developed a policy of ticketing high demand events for the media. This policy fairly manages access for journalists to attend and report on competition events where demand is greater than the allotted seating for media in the affected venues.

The IPC will implement the allocation and distribution of tickets to media high demand events and to the Opening and Closing Ceremonies.

#### Process

The process for the distribution of tickets to the media for high demand events and to the Opening and Closing Ceremonies is:

<i>Phase</i>	<i>Description</i>
1	Events impacted will be announced, if possible, before the start of the Paralympic Games by the IPC and the OCOG.
2	IPC distributes tickets to the NPC Press Attaches via the IPC Media and Communications office in the MPC.
3	NPC Press Attaches are responsible to distribute tickets to their media.

#### Quota criteria

The IPC determines the quota of tickets for each NPC using the following criteria:

- Competing NPCs
- NPCs in the same sport
- Past results
- Popularity of sport in respective countries



### **Eligible categories**

Only the following categories will be considered in the high demand events ticketing process including the Opening and Closing Ceremonies:

- “E”
- “EP”

### **Photographer ticketing**

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

The ticket allocation is determined in co-operation with the OCOG photo chief.



### 3.5 Broadcaster high demand events

#### Introduction

The IPC has developed a policy of ticketing high demand events for the Broadcasters. This policy fairly 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 IPC in collaboration with OBS will implement the allocation and distribution of tickets to broadcast high demand events and to the Opening and Closing Ceremonies.

#### Process

The process for the distribution of tickets to the Broadcasters for high demand events and to the opening and closing ceremonies is:

<i>Phase</i>	<i>Description</i>
1	Sports and events impacted will be announced, if possible, before the start of the Paralympic Games by the IPC and OBS.
2	OCOG provides tickets to OBS.
3	Tickets distributed by OBS to the RHBs representatives.
4	OBS and RHBs distribute the tickets within their own staff.

#### Eligible categories

Only the following categories will be considered in the high demand events ticketing process including the Opening and Closing Ceremonies:

- “RTa” and “RTb”
- “HBa” and “HBb”





### **3.6 Criteria for reserved seating access**

#### **Introduction**

Access to reserved seating is governed by several criteria outlined below.

#### **Automatic access**

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

#### **Opening and Closing Ceremonies**

All accredited persons eligible to attend the Opening and Closing Ceremonies must obtain a ticket, in addition to their accreditation, to gain access to the Olympic Stadium.

#### **Federation Stand**

No tickets are necessary for persons accredited by an IF for the Federation Stand of the venue(s) under its jurisdiction. These persons should gain access to those venues and stand by virtue of their accreditation.

#### **Athletes' Stand**

Persons accredited in the “A” categories are allowed access to a special Athletes' Stand at their own sport venues. A ticket is necessary to view other competitions at other sports venues.

#### **E Stand**

See “media high demand events” for seating criteria.



### **RT Stand**

Radio and television commentators must be allowed to occupy seats for observation purposes. These seats must be located in the media “5” areas adjacent to the commentary positions.

The number of observers’ seats at each venue must be consistent with previous Paralympic Games and agreed upon by the IPC, OBS and the OCOG, after consultation of the Rights Holders contracts.

### **Ticketed access**

In exceptional circumstances where it is anticipated that demand for Paralympic Family seats will significantly exceed available space, access to the venues and to their reserved stands may require presentation of a ticket for some categories, in addition to the PIAC.



## 4 Accreditation process

### 4.1 Process

For the Rio 2016 Paralympic Games the OCOG will use an electronic Accreditation system (e-Accreditation) where the Responsible Organisation needs to submit the data through a secured individual portal. The following table outlines the accreditation process:

<i>Phase</i>	<i>Description</i>
1	The instruction manual for electronic Application for Accreditation and the IPC Eligibility Code forms (NPCs and IFs) sent to the Responsible Organisation by the OCOG.
2	Responsible Organisation collates required data and photo images for e-Accreditation. NPCs and IF distribute the IPC Eligibility Code forms to their delegation members and Games officials.
3	Responsible Organisation submits Application for Accreditation data and images and the Eligibility Code forms to the OCOG by the prescribed deadline.
4	OCOG confirms data validity of registrants with the Responsible Organisation.
5	OCOG prints pre valid card (PVC) for registrants.
6	OCOG sends PVCs to Responsible Organisation.
7	Responsible Organisation distributes PVCs to its population.
8	OCOG confirms data validity and eligibility of registrants with the Responsible Organisation.  For NPCs this will be conducted by the OCOG during the Delegation Registration Meeting (DRM).
9	The holder of the PVC proceeds to Validation Counter or Accreditation Centre.
10	PVC is validated at a Validation Counter or Accreditation Centre and becomes the Paralympic Identity and Accreditation Card (PIAC). Accredited person attains access to all privileges granted by the PIAC.



## **Workforce accreditation process**

### **Development of workforce privilege matrix**

- The Accreditation Functional Area (ACR) to collect zone access, venues access (on top of job location assigned by HR) and accreditation type (1pp or 2pp) and justifications per Functional Area (P, V, C) through one to one meetings.
- ACR to provide space owners with requests and justifications through one to one meetings (Sport for Blue and 2, Press Operations for 4 or MPC, Broadcast for 5 or IBC, Protocol for 6 or PFH, Venue Management for RED and additional venues, Villages for R or PLV)
- Space owners to approve or deny requests
- ACR to inform Functional Areas (FAs) of results of one to one meetings with space owners
- FAs to discuss directly with space owners in case of unexpected results (within reasonable timeframe).

### **Production and management of Upgrade Cards**

- ACR to collect request for individual zone upgrades at each individual venue from space owners (Sport Blue and 2, Protocol White and 6, Press Operations White and 4, Broadcast/OBS White and 5, Venue Management RED, Villages PLV and R)
- ACR to produce Upgrade Cards and deliver them to space owners
- Space owners to manage the usage of Upgrade Cards at Games time
- Temporary access to a venue should be managed through Day Pass. Upgrades should be used only for temporary access to zones within a venue.
- ACR not to produce additional Upgrade Card in case of loss or theft, but to deactivate the card.
- ACR not to produce Upgrade Cards for other FAs unless to manage 2 pp accreditations or to manage teams located in a non-accredited venue (e.g., MOC, TOC etc.)



### **PVC not issued before arrival**

If the PVC has not been 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 an entry visa if required, and then proceed to an Accreditation Centre for real time Paralympic Identity and Accreditation Card production.

### **Media Accreditation**

Only those persons accredited as media may act as journalists, reporters or in any other media capacity.

In order to ensure a successful and high-quality media coverage of the Paralympic Games, the NPCs are responsible for ensuring and confirming that the organisations and individuals being accredited are genuine recognised media professionals (written and photographic press, non-rights holding radio and television broadcasters and internet journalists). Requesting an official press identity card before guaranteeing accreditation is one of the most accepted and practised options.

All photographers accredited under the EP category must sign and return the Photographers Undertaking form in order to be accredited for the Paralympic Games.

All electronic press personnel of non-rights-holding media, accredited under the ENR category, must sign and return the ENR Undertaking form in order to be accredited for the Paralympic Games.



## Delegation Registration Meetings (DRMs) with NPCs

NPC Delegation Registration Meetings are held between the OCOG, IPC representatives and the Chef de Mission of each NPC. This meeting must be completed before any PIAC of a member of a delegation may be validated.

The meetings are convened by the OCOG, and take place in the Paralympic Village Welcome Centre prior to the opening of the Paralympic Games.

The following issues are finalised in these meetings:

- Athletes' entries and qualification/eligibility
- Verification of IPC Eligibility Code Forms
- The spelling of each team member's name
- NPC Team officials' quotas
- Accreditation access.

More information on DRMs can be found in the [Olympic Games Guide on NOC Services](#).

## Real time card production process

Every Accreditation Centre has the ability to produce an accreditation card for any registrant that is able to be accredited. The following table outlines the process:

<i>Phase</i>	<i>Description</i>
1	Application form for registrant has been received and data entered within accreditation system. Registrant's personal details are security checked.
2	OCOG confirms data validity and eligibility of registrant with the Responsible Organisation and that registrant is able to be accredited.
3	Registrant goes to Accreditation Centre and presents photo identification.
4	Registrant directed to real time card station where image is captured and/or Paralympic Identity and Accreditation Card (PIAC) is printed and validated.
5	Accredited person is able to attain access to all privileges granted on the PIAC.



## **Disputes**

Should problems arise between the OCOG and a Responsible Organisation that neither party is able to resolve satisfactorily, the IPC Executive Office will intervene and make the final decision.

## **Lost accreditation card**

Any person who has lost a card will need to go to an Accreditation Centre and fill out a “Lost Card Declaration”. Approval also needs to be obtained from the Responsible Organisation before a replacement card can be reissued.

## **Paralympic Games accreditation process for people already holding an Olympic Identity and Accreditation Card (OIAC)**

The PIAC will be different from the Olympic Identity and Accreditation Card (OIAC). However, the process for acquiring accreditation to the Paralympics mirrors that of the Olympic Games.

A separate Paralympic Games accreditation application must be completed and returned. The OCOG should establish a mechanism in which the photo submission and background information for Olympic Games can be re-used for the Paralympic Accreditation and Identity Card when these persons are being accredited for both Games.

Paralympic Games accredittees usually bring their Pre-Valid Cards to the Validation Counters or Accreditation Centres for validation during the transition period between the Closing Ceremony of the Olympic Games and Opening Ceremony of the Paralympic Games.



## 4.2 Application for Accreditation via e-Accreditation system

### Design approval

The design and layout for the e-Accreditation system needs to be submitted to the IPC for approval according to the Paralympic Games Master Schedule timeline.

### Data approval

The e-Accreditation system must collate the following data:

- Name of Responsible Organisation
- Accreditation number
- Surname
- First name
- Preferred name on Paralympic Identity and Accreditation Card
- Date of birth
- Place of birth
- Nationality
- Mechanism for the identification of daily wheelchair users
- All other personal data required by the host country for security checking and visa issuance
- Category or Sub category
- Function name

### Additional data

For some populations, additional information must be submitted:

<i>Category</i>	<i>Additional information required</i>
IPC	Name of IOSD
IPC	Name of Regional Organisation
IF	Name of IF
J	Name of sport
Aa	Name of sport





<b><i>Category</i></b>	<b><i>Additional information required</i></b>
Ab	Name of sport and name of the athlete accompanying
Ao, Am, As	Name of sport
P	Name of sport and athlete accompanying
OCOG	Name of the employer organisation
E, EP	Name of the media organisation and the signatures of the authorised director of the media organisation. EP must also sign the EP Undertaking form
ENR	Name of the media organisation and the signatures of the authorised director of the media organisation. ENR must also submit the ENR Undertaking form
RT, RTa, RTb	Name of the media organisation and the signatures of the authorised director of the rights holder organisation

### **Deadline and address for return**

The deadline to finalise the online Application for Accreditations must clearly be indicated in the e-Accreditation system and in the instruction manual.

The IPC Eligibility Code and any other required forms should state the address (electronic and postal) where the forms must be returned.



## **4.3 Accreditation publications**

### **Application for Accreditation Manual**

The OCOG will provide to each Responsible Organisation an instruction manual detailing the online application for the accreditation process and how to complete the relevant forms.

The text and layout of all Responsible Organisation instruction manuals are to be submitted to the IPC for approval according to the OCOG milestones.

The information within the instruction manual should include:

- Instructions on the use and completion of the e-Accreditation
- Instructions on the completion of the IPC Eligibility Code form
- Deadline dates for finalising the e-Accreditation and returning the relevant forms to the OCOG
- Dates for issuance of cards to Responsible Organisation(s)
- Address where forms are to be returned (when paper forms are used)
- Conditions for validation and/or issuance of the PIACs
- Conditions of entry into the host country
- Location, address, dates and hours of operation of the Accreditation Centres, Validation Counters and Venue Accreditation Offices
- Procedure for lost or stolen cards
- Procedure for transferable cards
- Access and other rights for each category and population

### **Accreditation information brochure**

The OCOG will publish a small, pocket-sized brochure for distribution to everyone upon validation and/or issuance of their accreditation cards.

The information within the accreditation information brochure should include:

- Explanation of categories, pictograms and zone codes
- Location, address, dates and hours of operation of the Accreditation Centres, Validation Counters and Venue Accreditation Offices
- Procedure for lost or stolen cards
- Procedure for transferable cards.



### **IPC Eligibility Code forms**

All athletes, NPC team officials, Games officials and classifiers are obliged to abide by the provisions of the IPC when participating in the Paralympic Games. They bind themselves to the rules by signing the IPC Eligibility Code form.

This form must have the necessary references to the NPC/IF, the applicant's Paralympic identity, full name, the text of the declaration from the IPC Eligibility Code and the necessary signatures.

Each signatory should retain a copy of the form, and an original should be given to the OCOG together with the corresponding accreditation form. In some circumstances, depending on the national legislation of the host country, a fax or an electronic copy may be provided instead.

Failure to sign the IPC Eligibility Code form will prohibit the person from participating in the Paralympic Games.

If the athlete is a minor by the time of the accreditation submission deadline, a completed parental or legal guardian consent form also will be required.

If the athlete is without legal capacity by the time of the accreditation submission deadline, a completed legal guardian consent form also will be required.

### **EP and ENR Undertaking forms**

In consideration of a Paralympic Identity and Accreditation Card being granted by the IPC upon the occasion of the Paralympic Games, all photographers (EP) and non-rights holding broadcasters (ENR) are required to sign an EP or ENR Undertaking and agree to act in conformity with the IPC Handbook, the IPC News Access Rules and other regulations. Failure to sign the Undertaking forms will prohibit the person from covering the Paralympic Games.



## 5 Accreditation facilities

### Types of accreditation facilities

There are three major types of accreditation facilities that can exist at the Paralympic Games:

- Validation Counters
- Accreditation Centres
- Venue Accreditation Offices

### Purpose

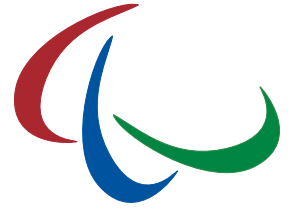
The purpose of all accreditation facilities is to process, issue and validate the appropriate Paralympic Identity and Accreditation Card to individuals rapidly, efficiently and pleasantly.

### First impression of the Paralympic Games

For most Paralympic participants, experiences in the accreditation facility at which their card is issued or validated will shape an accredittee's entire perception of the Paralympic Games.

For this reason, it is vital that the experience is brief, efficient, welcoming and pleasant.

The "look" and "feel" of the accreditation facilities should reflect the quality, professionalism and image of the OCOG. All accreditation facilities must be accessible for persons with a disability.



## **5.1 Validation Counters**

### **PVC Validation Counters**

With the distribution of Pre-Valid Cards (PVC) to participants prior to their arrival at the host city, it is possible to validate the PVCs for those that are able to be accredited at Validation Counters instead of at Accreditation Centres.

This will assist the OCOG in minimising traffic flows at the Accreditation Centres and provides an efficient service to its key client groups.

### **Location**

The accreditation Validation Counters must be located at the main Paralympic airport(s).

### **Facilities**

Due to their location and the premium placed on space in airports, Validation Counters usually do not have any printing or image capture capabilities.

An appropriate number of airport Validation Counters must be accessible for persons with a disability.

### **Problem resolution**

Any participants who do not have their PVC or are not able to be accredited will be sent to the nearest Accreditation Centre for issuing their PIAC and/or problem resolution.



## 5.2 Accreditation Centres

### Purpose

Accreditation Centres are managed by the OCOG. They offer the following services to its major client groups:

- Application for accreditation registration and data entry
- Production and distribution of PVCs
- PVC validation
- Real time image capture
- Real time PIAC production
- “Re-badging”
- Granting access zones modifications with agreement of IPC, OBS or OCOG “zone owner”
- Replacing lost accreditation cards (except in the case of adverse security reports)
- Nullifying accreditation cards upon IPC instructions
- Problem resolution

### Format

An Accreditation Centre is generally composed of four different areas, sized to best handle the anticipated number of persons serviced within the centre:

- Waiting area(s), complete with points of information and amenities offering comfort for visitors
- Efficiently organised and accessible accreditation processing area(s) equipped with a sufficient number of processing stations where cards are produced or validated
- Area(s) where problematic cases 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.



## Location

The Accreditation Centres must be located at or near their key client groups:

<i><b>Key Client Groups</b></i>	<i><b>Location</b></i>
IPC Family	Within Paralympic Family Hotel
Media and broadcasters	Near IBC and MPC
Athletes and NPC team officials	Near or on perimeter of the Paralympic Village
Games Workforce	Host city central business district
Games Officials	Within Uniform Distribution and Accreditation Centre (UAC)

## Staff and opening times

The OCOG will ensure that each Accreditation Centre is adequately staffed to meet the predicted traffic flows of its key client groups.

It is preferable that these staff members are multi-lingual and speak at least the language of the host country and English.

Opening hours for Accreditation Centres should be determined according to need.



### **5.3 Venue Accreditation Offices**

#### **Purpose**

Venue Accreditation Offices (VAOs) are to be provided at each of the Paralympic competition venues to provide immediate temporary resolution to any exceptional or urgent accreditation problems that may arise at the venue.

Day passes can be issued from the Venue Accreditation Offices to appropriately registered and approved people for these exceptions.

IF and IPC Guest Passes for the competition venues (according to the process listed in sections 2.1.4 and 2.1.5) will be issued through the VAO.

Any problem regarding permanent accreditation is co-ordinated with an Accreditation Centre for resolution.

#### **Location**

Venue Accreditation Offices must be located on the venue perimeter and be easily accessible by anyone who does not have the required venue code. VAOs must be accessible for persons with a disability.

#### **Staff and opening times**

The Venue Accreditation Offices should be operational prior to security lock down of the venue.

The OCOG will ensure that each VAO is adequately staffed to meet the demands of the competition schedule and workforce shift changes.





## 6 Access control

### Introduction

Access control is the OCOG's implementation of the rules of accreditation that restrict access to Paralympic venues to appropriately accredited persons.

It is designed to regulate the movement of accredited persons into and within Paralympic venues. By doing so, the OCOG can operate the venues safely and efficiently.

Access control is governed by a system of codes contained on the Paralympic Identity and Accreditation Card (PIAC) and/or additional access passes and devices.

### 6.1 Accreditation Card Operating System

#### Definition

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

Individuals must have the assigned code, colour or number on their Paralympic Identity and Accreditation Card (PIAC) in order to be able to access the precincts, venues or zones within the venues



## ACOS summary

The table below summarises the ACOS as it relates to the zones within all venues:

<i>Access Code</i>	<i>Accessible areas</i>
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	Athlete Preparation Areas
4	Press Areas
5	Broadcast Areas
6	Paralympic Family Areas
R	Residential Zone of the Paralympic Village

## Points of control

Access to controlled Paralympic venues can be observed at two levels:

- Perimeter access and
- Within venue (zone) access

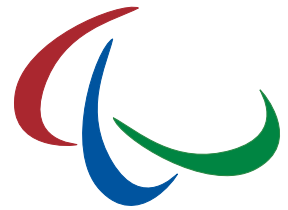
## Venue access

Access to a venue can be likened to “entering the front door”.

The right to access a venue is 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 sometimes electronically.



## Access within the venue

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

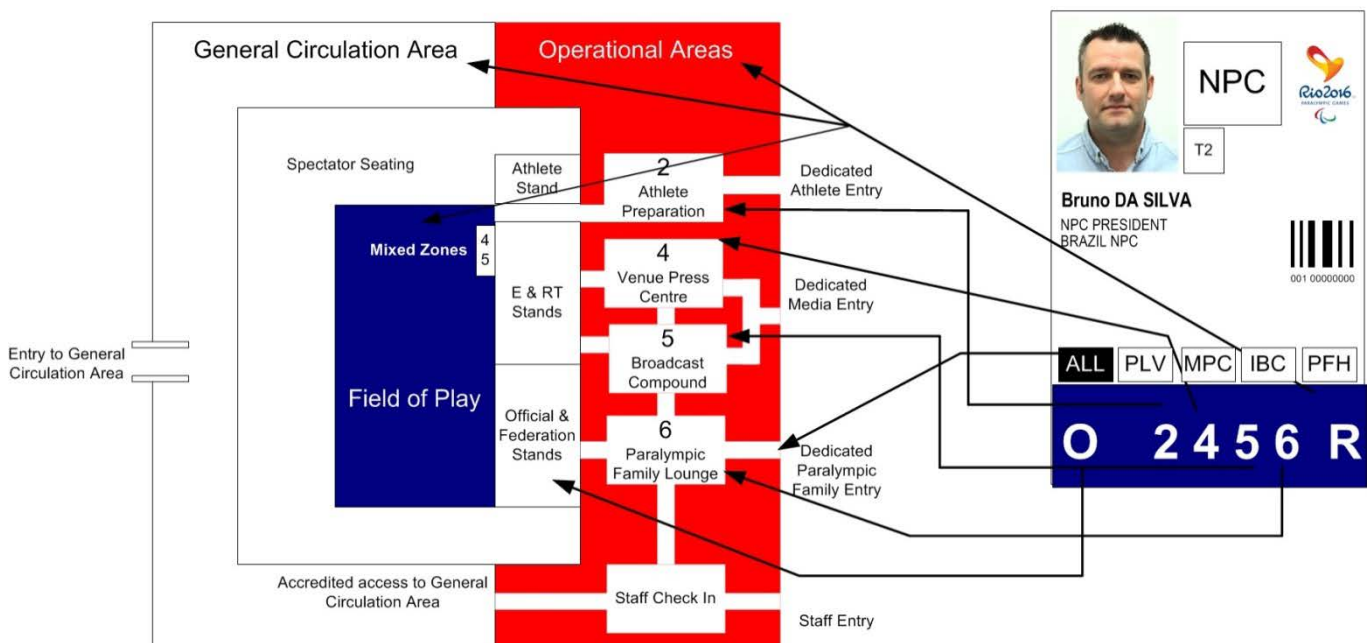
The colour or number associated with each zone must be shown on the individual's PIAC to enter that area.

For example, to enter the venue's Paralympic Family Lounge the individual will need the number "6" on the PIAC.

At this level, a person who is an access monitor controls access visually.

## ACOS design of a generic venue

The following diagram represents the generic competition venue with zone designations based on the previously described ACOS and the interpretation of access control of a PIAC at the venue.





## 6.2 Venue accreditation zoning principles

Below is a detailed explanation of what venue areas should belong to each accreditation zone:

### Zone BLUE – Field of Play

- Field of Play/competition areas
- Start/finish areas
- Mixed Zone (Athletes area)
- Timing/scoring (on Field of Play)

### Zone 2 – Athletes preparation areas

- Athlete warm-up area/training area
- Athlete change rooms/lockers
- Athlete equipment storage area
- Waxing cabins /skate preparation
- Athlete medical service
- Doping control station
- Athlete lounge

### Zone RED – Administrative and operational areas

- Competition management
- IF offices/Technical Delegate's office
- Jury rooms
- Judge tower
- Draw rooms
- Results room
- Timing/scoring
- Venue technical rooms/ice maintenance
- Security command room
- Sport presentation
- Venue operations room



Note. At some past Games, Venue Management was located in the Circulation Area (White) in order to reduce the number of people with potential access to zone RED, and to keep zone RED only for very important and highly security required rooms/areas. It also helped various functional area representatives to have an easier access to Venue Management.

#### Zone 4 – Press areas

- Venue Press Centre
- Media conference/interview room
- Photo positions
- Press stands
- Mixed Zone (press area)
- Press lounge

#### Zone 5 – Broadcasters areas

- Broadcast compound
- TV camera positions
- Commentary booths/RT stands
- Mixed Zone (RT area)

#### Zone 6 – Paralympic Family Hospitality Areas

- Paralympic Family Lounge
- Paralympic Family stand

#### Zone WHITE – Accredited Persons Circulation Areas

- Staff lounge/check-in area
- Generic offices and storage
- Logistics management/warehouse
- Corridors



## 7 NPC team officials

### Introduction

This chapter defines the number of NPC team officials that may accompany the athletes competing at the Paralympic Games and Paralympic Winter Games.

### 7.1 NPC team officials

#### Definition

NPC team officials are defined as persons whose presence is essential to the administration of an NPC's delegation residing in the Paralympic Village and for the technical and medical support of the athletes registered for participation in the Paralympic Games and Paralympic Winter Games.

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



## 7.2 NPC team officials Paralympic functions

### Delegation leadership

The managerial responsibility of each NPC delegation is usually entrusted to the following senior officials:

<i>Title</i>	<i>Role</i>
Chef de Mission “Ac”	The head of the delegation is appointed by their respective NPC and is responsible for all athletes and NPC team officials and has the task of liaising with the IPC, the IFs and the OCOG, in addition to any other functions assigned to him by his/her NPC.
Deputy Chef(s) de Mission “Ac”	Larger teams are allowed to appoint one (1) or more Deputy Chef de Mission to assist the Chef de Mission with his/her responsibilities, in accordance with certain conditions.
Chief Team Physician “Am”	Each delegation should appoint one (1) Chief Team Physician who is the main contact person for all medical related issues between the OCOG, the IPC and the NPC. In order to accredit a delegation member as the Chief Team Physician, the respective person must hold a university medical degree and be registered with the appropriate medical authority in the host nation. Documentation may be required by the IPC. The Chief Team Physician will not be counted within the NPC’s team official quota. Should an NPC not be able to accredit a licensed medical doctor as the Chief Team Physician (“Am”), this position is then forfeited by the NPC and cannot be substituted.

### Paralympic Attaché (“Ac” sub-category)

The IPC recommends that each NPC delegation appoints one (1) Paralympic Attaché, to ensure liaison between the OCOG and the NPC throughout the period leading up to the Games. His/her duties are to act as an intermediary between the OCOG and his/her assigned NPC, in order to assist in solving practical problems, such as travel and accommodation.



The Paralympic Attaché will be counted as part of the NPC's delegation within the quota as an NPC team official, only if the NPC delegation decides to have him or her be accommodated in the Paralympic Village.

### **Administrative personnel ("Ao" or "As" sub-category)**

Larger delegations are usually organised with a central administration team to assist the Chef de Mission and manage the overall team operation, such as:

- Administration
- Accreditation
- Sport entries
- Accommodation
- Transportation
- Equipment
- Clothing
- Communications
- Security

### **Technical and coaching personnel ("Ao" or "As" sub-category)**

All personnel directly related to the technical performance of the athletes are described as technical personnel. This includes:

- Coaches
- Trainers
- Managers

### **Medical personnel ("Ao" or "As" sub-category)**

Some delegations offer centralised medical services with:

- Doctors
- Physiotherapists
- Medical personnel





### **Press Attachés (“Ao” or “As” sub-category)**

The IPC recommends that each NPC delegation appoints Paralympic Press Attaché(s), to ensure liaison between the OCOG, the media, the IPC and the NPC throughout the period leading up to the Games and during the Games.

Paralympic Press Attachés will be counted as part of the NPC delegation within the quota as an NPC team official. However, he/she will be granted access to the IBC/MPC.

### **Personal coaches and training partners**

Personal coaches and training partners are not part of the NPC’s delegation.

Refer to “Use of ‘P’ accreditation by NPCs” for the terms and conditions upon which these accreditations are granted (see section 7.5 of this guide).

### **Other personnel (Paralympic Games only)**

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

- Groom
- Veterinarian

### **Equipment technician**

In certain sports, an athlete’s performance and/or safety can be critically affected by very sophisticated equipment, which may require last-minute, on-the-spot servicing by highly specialised technicians, often representing the product’s manufacturer. These equipment technicians frequently cater to the needs of several delegations on behalf of their employer and must not be considered as team officials nor accredited as such. Accreditation of specialised technical service personnel (in the “IF” category) in sports designated by the IPC is not handled through the NPCs, but through the IFs concerned, where applicable, or directly between the OCOG and the supplier.



### Additional NPC team officials

NPCs are entitled to accredit an established number of additional NPC team officials (“As” sub-category) for a set fee levied by the OCOG as approved by the IPC.

The calculation formula for the additional team officials can be found under section 7.6 for Paralympic Games and section 7.7 for Paralympic Winter Games.

### NPC team officials accreditation categories

The accreditation categories allocated for the NPC team officials that have been listed above are described in the following table:

<i><b>NPC team official</b></i>	<i><b>Category</b></i>
Chef de Mission	Ac
Deputy Chef de Mission	Ac
Paralympic Attaché	Ac
Chief Team Physician	Am
Administrative personnel	Ao
Technical and coaching personnel	Ao
Medical personnel	Ao
Press Attaché	Ao
Additional NPC team officials	As

### Remarks

A quota of Opening and Closing Ceremonies marching passes will be allocated to each NPC delegation. This quota will be agreed to between the IPC and the OCOG.

All athletes and NPC team officials accredited in the “A” categories (Aa, Ab, Ac, Am, Ao, As) are obliged to abide by the provisions of the above rules and bind themselves to these rules by signing the IPC Eligibility Code form.

All team officials (Ac, Am, Ao and As) must be the age of 18 years by the accreditation deadline.



### **7.3 Transferable NPC team official accreditations (Paralympic Games only)**

#### **Transferable NPC team official accreditations**

For the Paralympic Games NPCs will be allowed to have transferable accreditations across the “Ao” and “As” categories.

The total number of transferable accreditations will be 50% of the number of “Ao” accreditations that the NPC is entitled to. These accreditations can be transferred a maximum of one (1) time throughout the period of the Paralympic Games within the NPC’s “Ao” categories.

All “As” accreditations are transferable 100% for one (1) time only.

Transfers for Veterinarian and Grooms are restricted to Vet and Groom functions respectively.

NPCs must have the PIAC of the first user cancelled by the OCOG 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.

NPCs must notify the OCOG in advance of all the transferable NPC team officials they require to use. The final date for notifying the Organising Committee will be at the time of the Delegation Registration Meeting (DRM) for the NPC.

No requests for transferring “Ao” and “As” category accreditations will be considered by the OCOG after the DRM has been completed.

NPCs are not allowed to request accreditation transfers of “Ao” category accreditations to sports/disciplines in which they do not have athletes participating.



## 7.4 Athlete Competition Partner

### Introduction

Athlete Competition Partners are persons without an impairment whose participation is essential to guiding, piloting and directing athletes in designated sport classes that require such assistance during competition. Athlete Competition Partners fall under the “Ab” accreditation category. The “Ab” accredited persons are to be counted over and above the NPC team officials quota.

The following applies for the eligible sports:

#### Paralympic Games

- Athletics Guide Runners – A maximum of one (1) guide runner for each athlete entered in at least one (1) of the following events: T11, T12 – 100m, 200m, 400m, 1500m. (For T11 or T12 athletes competing in multiple track events, an additional guide runner may only be granted under exceptional circumstances – requests must be submitted to the IPC.) And a maximum of two (2) guide runners for each athlete entered in at least one (1) of the following events: T11, T12 – 5000m, marathon.
- Boccia Directors – A maximum of one (1) Boccia director for each athlete in the BC1 and BC3 sport classes
- Cycling Pilots – A maximum of one (1) Cycling pilot for each athlete in the B1, B2 and B3 sport classes
- Equestrian Dressage Callers – A maximum of four (4) dressage callers for each team with an athlete in the Grade 3 (profile 36) sport class
- Football 5-a-Side Goalkeepers – A maximum of two (2) goalkeepers for each team
- Rowing Coxswain – A maximum of one (1) coxswain for each Coxed Fours - LTAMix4+ boat
- Triathlon – A maximum of one (1) guide for athletes entered in the PT5 class

#### Paralympic Winter Games

- Alpine Skiing guide – A maximum of one (1) Alpine Skiing guide for each athlete in the B1, B2 (optional) and B3 (optional) sport classes
- Nordic Skiing guide – A maximum of one (1) Nordic Skiing guide for each athlete in the B1, B2 (optional) and B3 (optional) sport classes.



## **7.5 Use of “P” accreditations by NPCs (Paralympic Games only)**

### **Introduction**

The IPC allows access to training venues for Personal Coaches and Training Partners for the Paralympic Games using “P” accreditations allocated to each NPC according to the “P” accreditation quotas and conditions outlined in the following tables.

### **“P” accreditees not part of delegation**

The IPC strongly reinforces that these personnel are not part of the NPC’s delegation and access is restricted only to training venues.

“P” accreditations are available only to NPCs that have filled their NPC Team officials quota (“Ac”, “Ao” and “As”) by the time of the Delegation Registration Meeting process.

### **Access only to single sport training venue**

The “P” accreditations for NPCs are to be used for personal coaches and training partners and are not transferable. Each accreditation in this category grants access to a single sport training venue.

Once competition commences at any site being used as a training venue in that sport, access is not allowed for the “P” accredited personnel. Exceptions may be made for certain sports and/or training venues depending on circumstances. Access is denied to “P” accredited personnel to competition venues during competition.

“P” accredited personnel may be granted access to a training venue within a multi-sport complex if that sport has training scheduled and competition in that sport is not being contested in the Paralympic programme on that day.

“P” accredited personnel have no right to enter the Paralympic Village unless they use a Paralympic Village Guest Pass issued under regular NPC quotas.

### **Conditions for “P” accreditations**

“P” accreditation holders are expected to have a personal employment contract or service agreement with one particular athlete. An athlete can only apply for one corresponding “P” accreditation. “P” accreditation applications are subject to review and approval by the IPC.



### **“P” quotas by population**

The following table outlines “P” accreditations quotas for NPCs for the recognised sport for each population:

<i><b>Population</b></i>	<i><b>Sport</b></i>	<i><b>Quota by sport</b></i>
Personal Coaches	<ul style="list-style-type: none"><li>▪ Athletics</li><li>▪ Equestrian</li><li>▪ Swimming</li><li>▪ Table tennis</li><li>▪ Wheelchair tennis</li></ul>	<ul style="list-style-type: none"><li>▪ No quota for the maximum number of personal coaches by sport</li><li>▪ Each venue has a maximum quota for “P” accredited personnel who are allowed entry at any one time. This is controlled by the OCOG</li></ul>
Training Partners	<ul style="list-style-type: none"><li>▪ Judo</li><li>▪ Wheelchair tennis</li></ul>	<ul style="list-style-type: none"><li>▪ No quota for the maximum number of training partners by sport</li></ul>



### **NPC “P” accreditation quotas**

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

<i><b>Number of athletes</b></i>	<i><b>Maximum number of “P” accreditations</b></i>
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 +	20



## **7.6 NPC Team Size Formula (TSF) for Paralympic Games**

The following section details the rules for calculating the number of team officials permitted for the Rio 2016 Paralympic Games.

### **Team Leadership (“Ac” and “Am”)**

The following team leadership allocation method shall be used:

- One (1) Chef de Mission
- One (1) Deputy Chef de Mission for delegations comprising more than 50 athletes
- A second Deputy Chef de Mission for delegations comprising more than 100 athletes
- A third Deputy Chef de Mission for delegations comprising more than 200 athletes
- One (1) Chief Team Physician who must be registered with the Brazilian Medical Authority and hold a university medical degree (documentation is required)

### **Team Officials (“Ao”) allocated based on the gender of all athletes in each sport**

The following team official allocation method shall be used:

- One (1) team official for every three (3) female athletes that have been duly entered in each sport (rounded up)
- One (1) team official for every three (3) male athletes that have been duly entered in each sport (rounded up)





### Team Officials (“Ao”) allocated based on eligible sport class athletes

- One (1) team official for every three (3) athletes that have been classified in one of the eligible sport classes (rounded up)

*This chart is accurate as of publication, and may still change between now and Rio 2016*

Sport	Existing Eligible Classes
Archery	W1
Athletics	T11, F11, T20, F20, T32, F32, T33, F33, T51, T52, F51, F52, F53
Boccia	BC1, BC2, BC3, BC4
Cycling	B1, H1
Equestrian	Grade 1, Grade 3 (profile 36)
Football 5-a-side	B1
Goalball	B1
Judo	B1
Rowing	LTA-B1
Sailing	Three-Person format 3 points – B1, Two-Person TP B – B1
Shooting	SH2B, SH2C
Swimming	S1, SB1, S2, SB2, S3, SB3, S11, SB11, S14, SB14
Table Tennis	TT1, TT2, TT11
Triathlon	PT5-B1
Wheelchair Rugby	0.5, 1.0, 1.5, 2.0, 2.5, 3.0, 3.5
Wheelchair Tennis	Quad

NPC team officials (Ac, Am, Ao and As sub-categories) with the same functional ability as the equivalent eligible sport classes listed above may request one (1) additional NPC team official for every three (3) such officials (rounded up). NPC’s requests are subject to IPC approval, medical documentation is required.



### **Additional team officials (“As” sub-category)**

Delegations whose NPC team officials’ quota does not reach the NPC team official-to-athlete ratio percentage of 60% for the Paralympic Games may claim accreditation in the “As” category for additional officials.

Example:

100 athletes (Aa), 55 regular NPC team officials (Ac + Ao + Am)

Maximum number of NPC team officials (Ac + Ao + Am + As) 60

Maximum number of additional team officials (As) allowed 5 (60 – 55 = 5)

### **Other personnel**

NPC delegations are granted a quota for grooms and veterinarians depending on the following constraints:

- One (1) groom for each horse entered in an equestrian event (grooms are not entitled to accommodation in the Paralympic Village)
- One (1) veterinarian for each delegation with entries in Equestrian sport



## 7.7 NPC Team Size Formula for Paralympic Winter Games

The following section details the rules for calculating the number of NPC team officials permitted for Paralympic Winter Games as approved by the IPC Governing Board.

### NPC team leadership (“Ac” and “Am”)

The following NPC team leadership allocation method shall be used:

- One (1) Chef de Mission (Ac)
- One (1) Deputy Chef de Mission (Ac) for delegations with 35 athletes (Aa) or more.
- One (1) Chief Team Physician (Am) who must hold a university medical degree (documentation is required). Should an NPC not be able to accredit a licensed Chief Team Physician, this position is then forfeited by the NPC and cannot be substituted.

### NPC team officials (“Ao” and “As”)

The following NPC team officials allocation method shall be used:

#### Step 1 – Allocation based on total number of athletes

- One (1) NPC team official (Ao sub-category) for every two (2) athletes (rounded up) if the NPC has four (4) or more competing athletes otherwise only one (1) team official.

#### Step 2 – Allocation based on athletes in specific sports

- One (1) NPC team officials (Ao sub-category) if the NPC has competing athletes in Alpine Skiing (excluding Snowboard).
- One (1) NPC team official (Ao sub-category) if the NPC has competing athletes in Snowboard.
- One (1) NPC team officials (Ao sub-category) if the NPC has competing athletes in Nordic Skiing (Cross Country and Biathlon).

#### Step 3 – Allocation based on male and female athletes in certain sports

- One (1) NPC team official (Ao sub-category) for each sport (Alpine Skiing including Snowboard, Nordic Skiing) in which an NPC has male competitors.
- One (1) NPC team official (Ao sub-category) for each sport (Alpine Skiing including Snowboard, Nordic Skiing) in which an NPC has female competitors.



#### Step 4 – Allocation based on athletes in eligible sport classes

- One (1) NPC team official (Ao sub-category) and one (1) additional team official (As sub-category) for every athlete classified in one of the eligible sport classes (see eligible sport class chart below).

<i><b>Sport</b></i>	<i><b>Eligible sport classes</b></i>
Alpine skiing	B 1, LW 10
Nordic skiing (cross country and biathlon)	B 1, LW 10

#### Step 5 – Allocation of additional team officials

The number of additional team officials (As sub-category) is calculated as follows:

*NPCs with less than 20 competing athletes (Aa category):*

- 100% of an NPC's athlete (Aa category) total (rounded-up) minus the total number of NPC team officials (Ao sub-category) from Steps 1, 2 and 3.
- If the total of NPC team officials (Ao sub-category) obtained from Steps 1, 2 and 3 exceeds 100% of athlete (Aa category) total (rounded-up), no additional team officials will be allocated except those obtained through Step 4.

*NPCs with 20 or more competing athletes (Aa category):*

- 110% of an NPC's athlete total (Aa category) total (rounded-up) minus the total number of NPC team officials (Ao sub-category) from Steps 1, 2 and 3.
- If the total of NPC team officials (Ao sub-category) obtained from Steps 1, 2 and 3 exceeds 110% of athlete (Aa category) total (rounded-up), no additional team officials will be allocated except those obtained through Step 4.

NPC team officials (Ac, Am, Ao and As sub-categories) with the same functional ability as the equivalent eligible sport classes listed above may request one (1) additional NPC team official for every two (2) such officials (rounded up). NPC's requests are subject to IPC approval, documentation is required.



## **7.8 Additional regulations and sanctions**

### **Paralympic Attaché**

If an NPC decides to accredit a Paralympic Attaché (Ac), that person will be counted as part of the NPC's delegation within the quota as an NPC team official if the Paralympic Attaché is accommodated in the Paralympic Village.

### **Sanctions**

Sanctions will be taken against any NPC that attempts to circumvent the quota system by registering NPC team officials and guests as athletes or Athlete Competition Partners.

### **Paralympic Village capacity**

If the total number of Paralympic Village residents, including qualified athletes and eligible NPC team officials (calculated according to the TSF), exceeds the number agreed to by the IPC, the IPC Governing Board will take the necessary measures to reduce the number of NPC team officials accommodated in the Paralympic Village, or adapt the number according to availability.



## 7.9 Access entitlements for NPC team officials for Paralympic Games

The venue and zone access entitlements that are granted to NPC team officials are calculated by applying the following percentage:

<i>Percentage of NPC team officials</i>	<i>Venue access</i>	<i>Zone access</i>
10%	<ul style="list-style-type: none"> <li>All sport venues at which the NPC competes</li> <li>Paralympic Village</li> </ul>	<ul style="list-style-type: none"> <li>Blue, 2</li> <li>R</li> </ul>
25%	<ul style="list-style-type: none"> <li>Up to three (3) sport venues at which the NPC competes</li> <li>Paralympic Village</li> </ul>	<ul style="list-style-type: none"> <li>Blue, 2</li> <li>R</li> </ul>
65%	<ul style="list-style-type: none"> <li>One (1) sport venue at which the NPC competes</li> <li>Paralympic Village</li> </ul>	<ul style="list-style-type: none"> <li>Blue, 2</li> <li>R</li> </ul>

## 7.10 Access entitlements for NPC team officials for Paralympic Winter Games

The venue and zone access entitlements that are granted to NPC team officials are calculated by applying the following percentage:

<i>Percentage of NPC team officials</i>	<i>Venue access</i>	<i>Zone access</i>
30%	<ul style="list-style-type: none"> <li>All sport venues at which the NPC competes</li> <li>Paralympic Village</li> </ul>	<ul style="list-style-type: none"> <li>Blue, 2</li> <li>R</li> </ul>
30%	<ul style="list-style-type: none"> <li>Up to two (2) sport venues at which the NPC competes</li> <li>Paralympic Village</li> </ul>	<ul style="list-style-type: none"> <li>Blue, 2</li> <li>R</li> </ul>
40%	<ul style="list-style-type: none"> <li>One (1) sport venue at which the NPC competes</li> <li>Paralympic Village</li> </ul>	<ul style="list-style-type: none"> <li>Blue, 2</li> <li>R</li> </ul>



## **8 Accreditation charts**

### **Introduction**

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

The information is listed by Responsible Organisation.

### **8.1 Accreditation charts legend**

#### **Category**

Group of accredited people based on the similarity of their Paralympic roles, and therefore allocated similar access and other privileges.

#### **Population**

Persons entitled to receive accreditation in the indicated category.



## Venue access

Specifies venue access rights for each population within each category as per the following table on the next page:

<i>Venue access</i>	<i>Access entitlements</i>
ALL (white letters on black background)	All competition and training venues with Prime Event Access
ALL (black letters on grey background)	All competition and training venues without Prime Event Access
PLV	Paralympic Village(s) – Village Plaza only
IBC	International Broadcasting Centre
MPC	Main Press Centre
PFH	Paralympic Family Hotel(s)
PHC	Paralympic Hospitality Centre
OLP	Olympic Park
OPN	Open venues
VSA	Vehicle Screening Areas

**“According to need”** – Allocation of venue access is granted by the IPC or OBS (for IBC access) according to the role/function of the applicant.





## Zone access

States the access within a venue. Each population within each category is restricted to circulate as per the following table:

<i><b>Zone</b></i>	<i><b>Access entitlements</b></i>
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	Athlete Preparation Areas
4	Press Areas
5	Broadcast Areas
6	Paralympic Family Areas
R	Residential Zone of the Paralympic Village(s)

**“According to need”** – Allocation of zone access is granted by the IPC, OBS or the OCOG “Zone Owner” according to the role/function of the applicant.

## Quota

Limitation placed on a population within each category.



## Seating access

Indicates the access to reserved seating at sport venues for competition events as per the following table:

<i>Seating access</i>	<i>Seating entitlement</i>	<i>Seating code</i>
Official	Official, Federation	O
Federation	Federation	F
Athletes	Athletes, team officials	A
E Stand	Press	E

## Ceremonies

Specifies the conditions of access to the Opening and Closing Ceremonies and seating entitlements. Refer to the accreditation charts found at the end of this document (Sections 8.2-8.9).



## Transport

Lists the type of transport privileges for each category and population as per the following table:

<i><b>Transportation code</b></i>	<i><b>Description</b></i>	<i><b>Transportation privileges</b></i>
T-1	Allocated vehicle and driver	<ul style="list-style-type: none"> <li>▪ Allocated vehicle and driver</li> <li>▪ Games Client Transport system</li> <li>▪ Free public transport systems</li> </ul>
T-2	Allocated vehicle and driver	<ul style="list-style-type: none"> <li>▪ Allocated vehicle &amp; driver shared between two persons</li> <li>▪ Games Client Transport system</li> <li>▪ Free public transport systems</li> </ul>
T-2 Dedicated Car Pool	Allocated vehicle and driver	<ul style="list-style-type: none"> <li>▪ Allocated vehicle &amp; driver shared between a designated group of persons</li> <li>▪ Games Client Transport system</li> <li>▪ Free public transport systems</li> </ul>
T-3	Games Client transport system	<ul style="list-style-type: none"> <li>▪ Games Client Transport system</li> <li>▪ Free public transport systems</li> </ul>
T-A	Athletes/NPCs transport system	<ul style="list-style-type: none"> <li>▪ Athlete/NPC transport system</li> <li>▪ Free public transport systems</li> </ul>
T-F	Games Officials/IF transport system	<ul style="list-style-type: none"> <li>▪ Games officials/International Federation transport system</li> <li>▪ Free public transport systems</li> </ul>
T-M	Media transport system	<ul style="list-style-type: none"> <li>▪ Media/population transport system</li> <li>▪ Free public transport systems</li> </ul>
T-P	Public transport systems	<ul style="list-style-type: none"> <li>▪ Free public transport systems</li> </ul>

## 8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>IPC</b>	IPC President	ALL	2, 4, 5, 6, R		Official Stand	PEA	Seat in Official Stand	T-1
	IPC Vice President	PLV	BLUE				(with complimentary ticket)	
	IPC Governing Board Member	IBC/MPC/PFH						
	IPC Chief Executive Officer							
	IPC Director							
<b>IPC**</b>	Accompanying Guest	ALL	4, 5, 6, R	1 each +	Official Stand	PEA	Seat in Official Stand	T-3
		PLV	RED	accompanying			(with complimentary ticket)	
		IBC/MPC/PFH		children under 12 years				
<b>IPC</b>	IPC Honorary Board Member	ALL	4, 5, 6, R		Official Stand	PEA	Seat in Official Stand	T-1
	IPC Lifetime Member	PLV	RED				(with complimentary ticket)	
	IOC President	PFH						
	IOC Honorary President							
<b>IPC**</b>	Accompanying Guest	ALL	4, 5, 6, R	1 each	Official Stand	PEA	Seat in Official Stand	T-3
		PLV	RED				(with complimentary ticket)	
		PFH						
<b>B</b>	Entourage of IPC	ALL	4, 5, 6, R	Max. 2 each	Official Stand		No seating provided	T-3
	Honorary Board Member	PLV	RED				(ticket to be purchased)	
	Head of Diplomatic Mission <sup>1</sup>	PFH						

<sup>1</sup> When IPC Honorary Board Members who are also International Dignitaries are in attendance, one Head of Diplomatic Mission representing the respective nation may also be accredited in addition to the quota of the two entourage

## 8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>IPC</b>	IOSD President <sup>2</sup> IOSD Secretary General <sup>2</sup>	ALL PLV PFH	6, R WHITE		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>IPC**</b>	Accompanying Guest <sup>2</sup>	ALL PLV PFH	6, R WHITE	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>B</b>	IOSD Guest <sup>2</sup>	ALL PFH	6 WHITE	Max. 12 per IOSD	Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-3
<b>IPC</b>	Regional Organisation President Regional Organisation Secretary General	ALL PLV PFH	6, R WHITE		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>IPC**</b>	Accompanying Guest	ALL PLV PFH	6, R WHITE	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>B</b>	Regional Organisation Guest	ALL PFH	6 WHITE	Max. 12 per Region	Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-3

<sup>2</sup> For Paralympic Games (summer only), IOSD Presidents and Secretaries General with sports on the Games programme as well as their Board members, staff and guests will be accredited under the relevant IF populations. For the Rio 2016 Paralympic Games, this will apply for the International Wheelchair and Amputee Sports Federation (IWAS) and the International Blind Sports Federation (IBSA).

## 8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>IPC</b>	IPC Standing Committee Chairperson (Medical, Anti-Doping, Sports Science Committee)	ALL PLV IBC/MPC/PFH	2, 4, 5, 6, R BLUE		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-2 dedicated car pool
	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>IPC</b>	IPC Standing Committee Member (Medical, Anti-Doping, Sports Science Committee)	ALL PLV IBC/MPC/PFH	2, 4, 6, R BLUE		Official Stand	PEA	Seat in Stand of Honour (with complimentary ticket)	T-2 dedicated car pool
<b>B</b>	IPC Standing Committee Chairperson (other than Medical, Anti-Doping, Sports Science Committee)	ALL PFH	6 WHITE		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>B**</b>	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>B</b>	IPC Standing Committee Member (other than Medical, Anti-Doping, Sports Science Committee)	ALL PFH	6 WHITE		Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-3

## 8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>IPC</b>	IPC Athletes' Council Member	ALL PLV PFH	6, R WHITE		Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-3
<b>IPC</b>	IPC Paralympian Ambassador	ALL PLV IBC/MPC/PFH	4, 5, 6, R RED		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-1
<b>B</b>	President and Secretary General of recognised IFs	ALL PFH	6 WHITE		Official Stand		No seating provided (ticket to be purchased)	T-3
<b>B</b>	IPC Honoured Guest	ALL PFH	6 WHITE		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-1
<b>B**</b>	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>B</b>	Entourage of IPC Honoured Guest  Head of Diplomatic Mission <sup>3</sup>	ALL PFH	6 WHITE	Max. 2 each	Official Stand		No seating provided (ticket to be purchased)	T-3

<sup>3</sup> When IPC Honoured Guests who are also International Dignitaries are in attendance, one Head of Diplomatic Mission representing the respective nation may also be accredited in addition to the quota of the two entourage

## 8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>B</b>	IPC Distinguished Guest IOC Member	ALL PFH	6 WHITE		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3 (+)
<b>B**</b>	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>B</b>	IPC Guest	ALL PFH	6 WHITE		Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-3
<b>B</b>	IPC Transferable Guest	ALL PFH	6 WHITE	Transferable two times	Official Stand		No seating provided (ticket to be purchased)	T-3
<b>B</b>	Guest	According to need	n/a		Access to venues only with ticket		No seating provided (ticket to be purchased)	T-P
<b>IPC</b>	IPC Staff	ALL PLV PFH (IBC/MPC according to need)	6 WHITE (other zones according to need)		Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-3

(+) It will be assessed by the IPC on an individual basis if an upgrade to T-1 is appropriate



## 8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>IPC</b>	IPC Official Photographer IPC Official TV Crew	ALL PLV IBC/MPC/PFH	2, 4, 5, 6, R BLUE		Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-3
<b>B</b>	IPC Advisor IPC Consultant	ALL PFH (other venues according to need)	6 WHITE (other zones according to need)		Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-3
<b>B</b>	IPC Specific Contractor Driver	According to need	According to need		No seating provided - ticket necessary		No seating provided (ticket to be purchased)	T-P
<b>B</b>	IPC Researcher	PFH (other venues according to need)	According to need	Quota agreed by IPC	No seating provided - ticket necessary		No seating provided (ticket to be purchased)	T-P (+++)
<b>U</b>	IPC Upgrade Card	According to need	According to need		According to need		No seating provided	According to Need

(+++) It will be assessed by the IPC on an individual basis if an upgrade to T-3 is appropriate

## 8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>B</b>	IOC Director General IOC Executive Director for the Olympic Games	ALL PLV IBC/MPC/PFH	4, 5, 6, R RED		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-1
<b>B**</b>	Accompanying Guest	ALL PLV PFH	6 WHITE	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>B</b>	IOC Director	ALL PFH	6 WHITE		Official Stand	PEA	Seat in Stand of Honour (with complimentary ticket)	T-3 (+)
<b>B</b>	IOC Staff	ALL PFH	6 WHITE	Quota agreed by IPC	Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-3
<b>B (TAS/CAS)</b>	Court of Arbitration for Sport Member (TAS/CAS) Court of Arbitration for Sport Staff	ALL PLV PFH	6 WHITE		Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-2 dedicated car pool

(+) It will be assessed by the IPC on an individual basis if an upgrade to T-1 is appropriate

## 8.2 International Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>B (WADA)</b>	World Anti-Doping Agency Executive	ALL PLV PFH	6, R WHITE	Quota agreed by IPC	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3 (+)
<b>B (WADA)</b>	World Anti-doping Agency Independent Observers	ALL PLV PFH	2, 4, 5, 6, R BLUE	Quota agreed by IPC	Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-2 Dedicated Car Pool
<b>B (WADA)</b>	Staff	ALL PLV PFH	6 WHITE	Quota agreed by IPC	Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-3
<b>B (WADA)</b>	Athlete Outreach Programme Member	ALL PLV PFH	6, R WHITE	Quota agreed by IPC	Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-2 Dedicated Car Pool

(+) It will be assessed by the IPC on an individual basis if an upgrade to T-1 is appropriate

### 8.3 International Federation categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>IF</b>	President & Secretary General of International Federations on the Games Programme	ALL PLV IBC/MPC/PFH	2, 4, 5, 6, R BLUE		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-2
<b>IF**</b>	Accompanying Guest	ALL PLV IBC/MPC/PFH	4, 6, R RED	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>IF</b>	Chairperson & Vice Chairperson of the IPC Sports, IOSD Sports and Para Sport Sub-committee of IFs on the Games Programme	Own sport venues PFH	2, 4, 5, 6 BLUE		Official Stand	PEA	Seat in Stand of Honour (with complimentary ticket)	T-3
<b>IF**</b>	Accompanying Guest	Own sport venues PFH	6 WHITE	1 each	Official Stand	PEA	Seat in Stand of Honour (with complimentary ticket)	T-3
<b>IF</b>	Executive Board Members of IFs on the Games Programme	Own sport venues PFH	2, 4, 5, 6 RED	Quota agreed by IPC	Official Stand	PEA	Seat in Stand of Honour (with complimentary ticket)	T-3
<b>IF**</b>	Accompanying Guest	Own sport venues PFH	6 WHITE	1 each	Official Stand	PEA	Seat in Stand of Honour (with complimentary ticket)	T-3

### 8.3 International Federation categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
IF	Committee Member of the IPC Sports, IOSD Sports and Para Sport Sub-committee of IFs on the Games Programme	Own sport venues PFH	6 WHITE	Quota agreed by IPC	Official Stand	PEA	Seat in Stand of Honour (with complimentary ticket)	T-3
IF**	Accompanying Guest	Own sport venues PFH	6 WHITE	1 each	Official Stand	PEA	Seat in Stand of Honour (with complimentary ticket)	T-3
IF	Transferable Guest Card (for IFs on the Games Programme)	Own sport venues (winter)  ALL (summer)	6 WHITE	12 per IF Transferable two times	Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-3
IF	Technical Delegate	ALL PLV IBC/MPC/PFH	2, 4, 5, 6, R BLUE		Official Stand	PEA	Seat in Stand of Honour (with complimentary ticket)	T-1
IF**	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand	PEA	Seat in Stand of Honour (with complimentary ticket)	T-3
IF	Assistant Technical Delegate	ALL IBC/MPC/PFH	2, 4, 5, 6, R BLUE		Official Stand	PEA	Seat in Stand of Honour (with complimentary ticket)	T-3

### 8.3 International Federation categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
IF	Chief Classifier	Own sport venues PLV PFH	2, R BLUE		Federation Stand at own sport venues		Seat in Federation Stand (with complimentary ticket)	T-F
J	IF Technical Officials, Judges, Jury Members, Classifiers	Own sport venues PLV	2, R BLUE	Quota agreed by IPC	Federation Stand at own sport venues		Seat in Federation Stand (with complimentary ticket)	T-F
IF	IF full time Senior Staff	Own sport venues PFH	2, 4, 5, 6 BLUE	2 per IF	Federation Stand at own sport venues		Seat in Federation Stand (with complimentary ticket)	T-3
IF	IF Staff	Own sport venues	2, 4, 6 (5 according to need) BLUE	2 per IF	Federation Stand at own sport venues		Seat in Federation Stand (with complimentary ticket)	T-F
IF	IF Medical Officer	Own sport venues PLV	2, R BLUE	1 per IF <sup>4</sup>	Federation Stand at own sport venues		Seat in Federation Stand (with complimentary ticket)	T-3
IF	IF Media Staff	Own sport venues	4, 5 RED	2 per IF	Federation Stand at own sport venues		Seat in Federation Stand (with complimentary ticket)	T-F

<sup>4</sup> Only if required by competition rules and regulations – approved by the IPC

### 8.3 International Federation categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>IF</b>	Equipment Technicians	Own sport venues	2 BLUE	Quota agreed by IPC	No seating provided - ticket necessary		No seating provided (ticket to be purchased)	T-P
<b>U</b>	IF Upgrade Card (for IFs on the Games Programme)	ALL	6 WHITE	10 per IF	Official Stand		No seating provided (ticket to be purchased)	

## 8.4 National Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>NPC</b>	President & Secretary General of NPCs with participating athletes (approved by IPC)	ALL PLV IBC/MPC/PFH	2, 4, 5, 6, R BLUE		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-2
<b>NPC**</b>	Accompanying Guest	ALL PLV IBC/MPC/PFH	4, 6, R RED	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>NPC</b>	Sovereign or Head of State and Head of Government  Sport Minister (transferable once if responsibility is shared between two or more Ministers)  Other Prominent Government Official	ALL PFH	6 WHITE	Max. 3 per NPC	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3 (+)
<b>NPC**</b>	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>NPC</b>	Entourage of Sovereign or Head of State and Head of Government  Head of Diplomatic Mission <sup>5</sup>	ALL PFH	6 WHITE	Max. 2 each	Official Stand		No seating provided (ticket to be purchased)	T-P (+++)

<sup>5</sup> While Sovereign or HoS or HoG are in attendance, one Head of Diplomatic Mission representing the respective nation may also be accredited in addition to the quota of the two entourage

(+) It will be assessed by the IPC on an individual basis if an upgrade to T-1 is appropriate

(+++) It will be assessed by the IPC on an individual basis if an upgrade to T-3 is appropriate



## 8.4 National Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>NPC</b>	Transferable Guest Card (for NPCs with participating athletes)	ALL PFH	6 WHITE	1+1 per 5 athletes (winter)  1 per 20 athletes (summer)  Transferable two times	Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-P
<b>O</b>	Official Applicant or Candidate City Executive (proposed by NPC, approved by IPC)	ALL PLV IBC/MPC/PFH	6 RED	Max. 4 each Transferable one time	Official Stand	PEA	Seat in Stand of Honour (with complimentary ticket)	T-3
<b>O</b>	Official Applicant or Candidate City Observer	ALL PFH	RED (other zones according to need)	Max. 8 each	No seating provided - ticket necessary		No seating provided (ticket to be purchased)	T-P
<b>U</b>	Upgrade Cards (for NPCs with participating athletes)	ALL	6 WHITE	1 per NPC + 1 per 10 athletes (winter)  1 per NPC + 1 per 50 athletes (summer)	Official Stand		No seating provided (ticket to be purchased)	
<b>NPC</b>	Driver	VSA	WHITE	1 per dedicated and rate card vehicle	No seating provided - ticket necessary		No seating provided (ticket to be purchased)	T-P

## 8.4 National Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>Aa</b>	Paralympic Athlete	Own sport venues PLV MPC IBC	2, R BLUE		Athletes' Stand at own sport venues. Seat in separate spectating Athletes' Stand at other venues		According to Ceremonies programme	T-A
<b>Ab</b>	Athlete Competition Partner	Own sport venues PLV	2, R BLUE		Athletes' Stand at own sport venues. Seat in separate spectating Athletes' Stand at other venues		According to Ceremonies programme	T-A
<b>Ac</b>	NPC Chef de Mission	ALL PLV IBC/MPC/PFH	2, 4, 5, 6, R BLUE	1 per NPC	Official Stand or in Athletes' Stand at all sports venues		According to Ceremonies programme	T-3
<b>Ac</b>	Deputy Chef de Mission	ALL PLV IBC/MPC/PFH	2, 4, 5, 6, R BLUE		Official Stand or in Athletes' Stand at all sports venues		According to Ceremonies programme	T-3
<b>Ac</b>	Paralympic Attaché	ALL PLV IBC/MPC/PFH	2, 4, 6, R BLUE	1 per NPC	Official Stand or in Athletes' Stand at all sport venues		According to Ceremonies programme	T-3
<b>Am</b>	Chief Team Physician	All venues where own athletes participate PLV	2, 4, R BLUE	1 per NPC (approved by the IPC)	Athletes' Stand at own sport venues. Seat in separate spectating Athletes' Stand at other venues		According to Ceremonies programme	T-A

## 8.4 National Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>Ao</b>	Coach <sup>6</sup> Medical personnel <sup>6</sup> Technical personnel <sup>6</sup> Administrative personnel <sup>6</sup>	Own sport venues or all venues where own athletes participate PLV	2, R BLUE		Athletes' Stand at own sport venues. Seat in separate spectating Athletes' Stand at other venues		According to Ceremonies programme	T-A
<b>Ao</b>	Veterinarian <sup>6</sup> (summer only)	Equestrian venues PLV	2, R BLUE	1 per NPC with entries in Equestrian sport	Athletes' Stand at own sport venues. Seat in separate spectating Athletes' Stand at other venues		According to ceremonies programme	T-A
<b>Ao</b>	Press Attaché <sup>6</sup>	Own sport venues or all venues where own athletes participate PLV IBC/MPC	2, 4, 5, R BLUE		Athletes' Stand at own sport venues. Seat in separate spectating Athletes' Stand at other venues		According to ceremonies programme	T-A
<b>As</b>	Additional officials	Own sport venues or all venues where own athletes participate PLV	2, R BLUE	Summer only 100% of the accreditations are transferable for one time	Athletes' Stand at own sport venues. Seat in separate spectating Athletes' Stand at other venues		According to ceremonies programme	T-A

<sup>6</sup> Accreditations are only 50% transferable for one time and summer only

## 8.4 National Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>Ao</b>	Groom <sup>6</sup> (summer only)	Equestrian venues	2 BLUE	1 per horse	No seating provided - ticket necessary		No seating provided (ticket to be purchased)	T-A
<b>NPC</b>	Horse Owner (summer only)	Equestrian venues	2, 6 RED	2 per horse	Seat in Athletes' Stand at own sport venue		No seating provided (ticket to be purchased)	T- P
<b>P</b>	Personal coach Training partner (summer only)	Own training venue	2 BLUE	According to section 7.5 of this guide	No seating provided - ticket necessary		No seating provided (ticket to be purchased)	T-P

<sup>6</sup> Accreditations are only 50% transferable for one time and summer only

## 8.5 Host Organising Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>OCOG</b>	OCOG President OCOG Director General or CEO (of host OCOG)	ALL PLV IBC/MPC/PFH	2, 4, 5, 6, R BLUE		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-1
<b>OCOG**</b>	Accompanying Guest	ALL PLV IBC/MPC/PFH	4, 5, 6, R RED	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>OCOG</b>	Mayor of the host city	ALL PLV IBC/MPC/PFH	6 WHITE		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>OCOG**</b>	Accompanying Guest	ALL PLV IBC/MPC/PFH	6 WHITE	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>OCOG</b>	National Head of State & Government	ALL IBC/MPC/PFH	6 WHITE		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>OCOG**</b>	Accompanying Guest	ALL IBC/MPC/PFH	6 WHITE	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>OCOG</b>	Honoured Guest (proposed by OCOG, quota agreed by IPC)	ALL PFH	6 WHITE		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>OCOG**</b>	Accompanying Guest	ALL PFH	6 WHITE	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3

## 8.5 Host Organising Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>OCOG</b>	OCOG Distinguished Guest (Proposed by OCOG, quota agreed by IPC)	ALL PFH	6 WHITE		Official Stand		No seating provided (ticket to be purchased)	T-P
<b>OCOG</b>	OCOG Guest	Access to venues only with ticket	n/a		Only with ticket		No seating provided (ticket to be purchased)	T-P
<b>OCOG</b>	National Paralympic Partners Senior Executive	ALL PLV IBC/MPC/PFH	4, 6 RED	Limited by contract	Official Stand	PEA	Seat in Stand of Honour (with complimentary ticket)	T-3
<b>OCOG**</b>	Accompanying Guest	ALL PLV IBC/MPC/PFH	4, 6 RED	1 each	Official Stand	PEA	Seat in Stand of Honour (with complimentary ticket)	T-3
<b>OCOG</b>	National Paralympic Partners Project Leader	ALL PLV IBC/MPC	4, 6 RED	Max. 2	Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-3
<b>OCOG</b>	WKF operating under direction of partners (may be included under OCOG WKF)	According to need	According to need		No seating provided Ticket necessary		No seating provided (ticket to be purchased)	T-P
<b>OCOG</b>	Interpreter	According to need	According to need		No seating provided Ticket necessary		No seating provided (ticket to be purchased)	T-P

## 8.5 Host Organising Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>OCOG</b>	Staff of Sporting Goods manufacturers (WFSGI)	According to need	According to need		No seating provided Ticket necessary		No seating provided (ticket to be purchased)	T-P
<b>OCOG</b>	OCOG Staff, Volunteer, Contractor	According to need	According to need		No seating provided Ticket necessary		No seating provided (ticket to be purchased)	T-P
<b>S</b>	Security	According to need	According to need		According to need		No seating provided (ticket to be purchased)	T-P
<b>X</b>	Entourage of Guests	According to need	According to need		According to need		No seating provided (ticket to be purchased)	T-P

## 8.6 Future Organising Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>OC</b>	President & Director General or CEO of future OCOGs (summer & winter)	ALL PLV IBC/MPC/PFH	2, 4, 6 RED		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-1
<b>OC**</b>	Accompanying Guest	ALL PLV IBC/MPC/PFH	6 RED	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>OC</b>	President & Director General or CEO of last preceding OCOGs (summer & winter)	ALL PLV IBC/MPC/PFH	2, 4, 6 RED		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>OC**</b>	Accompanying Guest	ALL PLV IBC/MPC/PFH	6 WHITE	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>OC</b>	Mayor of next Paralympic Games Host City of the same nature	ALL PLV IBC/MPC/PFH	6 WHITE		Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-1
<b>OC**</b>	Accompanying Guest	ALL PLV IBC/MPC/PFH	6 WHITE	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3



## 8.6 Future Organising Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>OC</b>	Executive Member of future Games OCOGs (proposed by OCOG, agreed by IPC)	ALL PLV IBC/MPC/PFH	4, 6 RED	Quota agreed by IPC	Official Stand	PEA	Seat in Stand of Honour (with complimentary ticket)	T-3
<b>O</b>	Observers from other OCOGs (proposed by OCOG, agreed by IPC)	PFH/OLP According to need	RED (other zones according to need)		No seating provided - ticket necessary		No seating provided (ticket to be purchased)	T-P (+++)
<b>O</b>	Observers from organisers of Regional Games, World Championships, Other Major Games Organisations	PFH/OLP According to need	RED (other zones according to need)	Quota agreed by IPC	No seating provided - ticket necessary		No seating provided (ticket to be purchased)	T-P (+++)

(+++) It will be assessed by the IPC on an individual basis if an upgrade to T-3 is appropriate

## 8.7 Paralympic Partner categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>PS</b>	Chairman and CEO of IPC Partners	ALL PLV IBC/MPC/PFH	4, 6 RED	Limited by contract	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-1
<b>PS**</b>	Accompanying Guest	ALL PLV IBC/MPC/PFH	4, 6 RED	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>PS</b>	Senior Executive of IPC Partners	ALL PLV IBC/MPC/PFH	4, 6 RED	Limited by contract and transferable two times	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>PS**</b>	Accompanying Guest	ALL PLV IBC/MPC/PFH	4, 6 RED	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>PS</b>	Paralympic Project Leader	ALL PLV IBC/MPC/PFH	4, 6 RED	Limited by contract	Official Stand		Seat in Stand of Honour (with complimentary ticket)	T-3

## 8.7 Paralympic Partner categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
PS	Senior Technical Operations Staff	PFH According to need	According to need		No seating provided- ticket necessary		No seating provided (ticket to be purchased)	T-P
PS	WKF operating under direction of partners may be included under OCOG WKF	According to need	According to need		No seating provided - ticket necessary		No seating provided (ticket to be purchased)	T-P

## 8.8 Broadcaster categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>RT</b>	Senior Executive of Rights Holders (Limited by contract)	ALL IBC/MPC/PFH	4, 5, 6 RED	Contractual	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>RT**</b>	Accompanying Guest	ALL IBC/MPC/PFH	6 WHITE	1 each	Official Stand	PEA	Seat in Official Stand (with complimentary ticket)	T-3
<b>RTa</b>	Executive Personnel of Rights Holders	ALL IBC/MPC/PFH	4, 5, 6 RED		Seating in RT Stand by prior arrangement		Seat in RT Stand (with complimentary ticket) (limited numbers)	T-3
<b>RTb</b>	Production and Technical Personnel of Rights Holders	ALL IBC/MPC	4, 5 RED (other zones according to need)		Seating in RT Stand by prior arrangement		Seat in RT Stand (with complimentary ticket) (limited numbers)	T-M
<b>HBa</b>	Senior Personnel of Host Broadcaster	ALL IBC/MPC/PFH	4, 5, 6 BLUE		No seating provided - ticket necessary		No seating provided (ticket to be purchased)	T-M
<b>HBb</b>	Production and Technical Personnel of Host Broadcaster	IBC/MPC (other venues according to need)	4, 5 RED (2, BLUE according to need)		No seating provided - ticket necessary		No seating provided (ticket to be purchased)	T-M

## 8.9 Press and Photographers categories

Category	Population	Venue access	Zone access	Quota	Seating access	PEA	Ceremonies	Transport
<b>E</b>	Journalist	ALL MPC	4 WHITE		Seating in E Stand		Seat in E Stand (with complimentary ticket) (limited numbers)	T-M
<b>EP</b>	Photographer	ALL MPC	4 WHITE		Access to photo positions with special vest/bib/armband		With complimentary tickets (limited numbers) Field access with special vest/bib/armband	T-M
<b>ET</b>	Technician (computer, electricians, lab personnel, technical staff)	ALL MPC	4 WHITE		Access to photo positions and "E" stand for technical reasons		No seating provided (ticket to be purchased)	T-M
<b>ENR</b>	Electronic press personnel of non- rights-holding media	All venues without equipment MPC	4 WHITE		Seating in E Stand without equipment		No seating provided (ticket to be purchased)	T-M



## 9 Vehicles' accreditation

### Introduction

The following chapter provides a breakdown of Primary and Secondary Vehicle Access/or Parking and Permit Scheme (VAPP) entitlements for the Paralympic Games only. For a comprehensive guide to VAPP operations please refer to Chapter 9 “Vehicles' Accreditation” of the IOC Accreditation at the Olympic Games – Detailed specifications document.

The policies and requirements on vehicles' accreditation covered in the IOC Accreditation at the Olympic Games – Detailed specification should be applied to the Paralympic Games.

VAPPs are implemented to:

- Support operational and security requirements at Paralympic precincts/venues
- Manage vehicle access to Paralympic precincts/venues, ensuring vehicles have the required access to perform their Games function
- Support efficient transport and venue access for all Games clients
- Support traffic management arrangements within specific zones and areas surrounding Paralympic precincts/venues
- Manage access to the Paralympic Route Network

VAPP, and the implementation of vehicle access and parking controls at venues, are challenging operations for Transport to manage. The allocation of VAPPs is limited, and is specific to clients and their needs. Further details on client specific VAPPs can be found in their respective client publications.



## 9.1 Accredited Games clients

The purpose of this chapter is to provide the Organising Committee (OCOG), Host City Authorities and Games clients with details of each client's VAPP entitlement for Paralympic Games and Paralympic Winter Games, providing a consistent approach from Games to Games.

VAPPs are provided to accredited Games clients, allowing them to operate throughout the Games theatre. VAPP allocation is determined by a number of criteria

- Olympic Games Guide on Transport allocation, agreed through the detailed client Service Level Agreement (SLA) process
- IPC contractual obligations
- OCOG contractual obligations
- Parking and/or load zone space availability at venues

The Olympic Games Guide on Transport provides details for each Games client group regarding allocation of vehicles and the access and/or parking required. All permits are free of charge unless it is stated that they are provided through the rate card programme.

## 9.2 Primary VAPP

Vehicles can only gain entry to a venue with a Primary VAPP. Every VAPP is unique to a client, with each client having different access and/or parking privileges.

The Primary VAPP provides key information regarding the vehicles including the following:

- venue code
- parking and/or access code
- client code
- client parking and/or access colour

Additionally, the VAPP has a number of embedded security features, such as:

- hologram/die cut feature
- bar code
- serial number
- UV ink feature



### 9.2.1 Permit specifics

#### Venue Codes

Each venue has a specific code that is set out by the OCOG and the IPC and they differ for each edition of the Games. The VAPP should use the venue specific code for the venue specific VAPP.

Cluster codes also need to be used to enable access to multiple venues. The OCOG will need to develop cluster codes depending on locations and design of clusters or precincts to enable the required access.

The table below describes the minimum required codes to be used for VAPPs. The OCOG will use these codes with the additional codes required for each specific venue and the cluster codes developed depending on locations and design of clusters or precincts.

Venue access	Access entitlements
∞	All competition and training venues International Broadcast Centre Main Press Centre Paralympic Family Hotel(s) Paralympic Village (s) Medals Plaza Airport(s) OCOG HQ
ALL	All competition and training venues
ALM	All competition and training venues Main Press Centre
VLV	Paralympic Village(s) All competition and training venues Paralympic Family Hotel(s) – load zone access only





Venue access	Access entitlements
IBC	International Broadcast Centre
MPC	Main Press Centre
PFH	Paralympic Family Hotel(s)
PLV	Paralympic Village(s)

### Parking/access codes and colours

Parking/access codes define the location at a venue a vehicle can park and/or access, and the client group the VAPP is located to. This includes car parks, load zones or back of house roads.

### Parking codes

Allows parking in a specific car park

Code	Colour	Client
P1	Yellow	International Protected Persons (including Heads of State/Heads of Government, IPC President) and other nominated clients agreed by the IPC
P2	Purple	Paralympic Family T1/T2
P3	Blue	NPC allocated vehicles IF allocated and technical delegate vehicles
P4	Red	IPC recognised photo pool (PHP) – if parking is inside secure perimeter Key operational vehicles
P5	Green	OBS, RHB, ENG
P6	White	IPC recognised photo pool (PHP) – if parking is outside secure perimeter NPC rate card vehicles Press rate card vehicles Other rate card (if offered) vehicles Venue operations vehicles
PX	Black	Security and emergency services vehicles (Police, Fire, Ambulance)
P7	Pink	Marketing partners operational vehicles (front of house)



## **Access codes**

Vehicles with an access code as detailed below do not have a parking allocation.

### SYS

Transport System vehicles access load zones and staging areas specific to the client. The venue transport plan will detail where the Transport System vehicles will park or stage on or near the venue to deliver the transport service required.

The colour of the VAPP reflects the client group:

- TA – Blue
- TF – Blue
- TM – Green
- TP – White
- T3 – Purple
- MP – Pink

### MDS

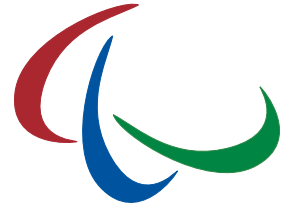
The Master Delivery Schedule (MDS) VAPP is one of the logistics delivery 'Keys to the Gate' that is required to successfully deliver goods and items to a Games venue. The 'Keys to the Gate' process is managed by Logistics. These vehicles access the venues mainly during off hours during the delivery window, at designated times according to the MDS. MDS VAPPs are allocated by Transport to Logistics. Logistics manage the interaction and control with the vendors, contractors, partners and suppliers that will receive the MDS VAPP.

- Colour: Orange

### CIR

The Circulation (CIR) VAPP allows access to a load zone for pick up/drop off of clients. The load zones are located outside the secure perimeter and vehicles are not permitted to wait within the venue perimeter

- NPC – White
- MP – Pink



## AP

### Access Pass

- *Red :*

It allows an operational vehicle to access the back of house road into the secure perimeter through the VSA. The vehicle may then access an operational compound, a nominated area of the venue or use the roads only. A vehicle with the red access pass can enter a car park for an operational purpose, not to park. For example, tow trucks, waste removal, or snow removal vehicles

- *White*

It allows a vehicle to access the venue perimeter, but not through a VSA into the secure perimeter. Vehicle can access a compound, or use the roads only inside the venue perimeter but not inside the secure perimeter. A vehicle with the white access pass can enter a car park for an operational purpose, not to park. For example, tow trucks, waste removal, or snow removal vehicles.



## Client group codes

The client group codes are alphanumeric and indicate which client group the VAPP has been issued to. The table below lists the minimum client code requirements:

Code	Client
NPC	National Paralympic Committee
IF	International Federation
RHB	Rights-Holding Broadcaster and OBS
PHP	IPC recognised Photo Pool (PHP)
PRS	Press
IPC	IPC specific operations, Observer and Hospitality Programmes
MP	Marketing Partner
V1	Dignitaries, International/Domestic Protected Person and nominated persons
T1/T2	Paralympic Family
T3	Paralympic Family transport system
DEL	Deliveries on the master delivery schedule
OPS	Operations vehicles and venue tenants/owners
TA	Athletes/NPCs transport system
TF	Technical Officials/International Federations transport system
TM	Media transport system
DDS	OBS direct and dedicated service transport system
MPCP	Marketing Partner coach programme
TP	Public transport systems for workforce and spectators

For VAPPs used for the Paralympic Games, the Paralympic look must be applied (e.g. the Paralympic Games logo) along with the transition of relevant terms (e.g. IPC instead of IOC, PFH instead of OFH, PLV instead of OLV etc.)



### **9.2.2 Validity period**

Generally the VAPP becomes active at venues from the commencement of lockdown until the last operational day. The exact dates will differ for each venue, depending on the venue fit out process. These dates are determined by the OCOG in agreement with the IPC.

For the transition period between Olympics and Paralympics, and the fit out/dissolution phases, it is at the discretion of the OCOG to determine what vehicle passes are used to allow vehicle access to venues.

The VAPPs plan must detail the phases and operational dates for each venue and VAPP requirements for access.

### **9.2.3 Access to the Paralympic Route Network**

The Paralympic Route Network connects the Paralympic venues and includes both roads that are shared with some traffic and lanes that are reserved for Paralympic vehicles only (Paralympic Lanes). The VAPP is the primary identification tool for determining whether a vehicle is permitted to use the Paralympic Route Network and/or the Paralympic Lanes. Measures, including but not limited to Automatic Number Plate Recognition (ANPR) and traffic filters, may be required for traffic management purposes. Appropriate processes and procedures will be required to ensure efficient operation of the Paralympic Route Network.

The use of ANPR may require clients to provide number or registration plate details of the vehicles they will use requires careful operational planning, and the policies and procedures are to be agreed as part of the overall VAPPs plan. The decision to use ANPR or other methods is at the discretion of the OCOG in agreement with the IPC.

Not all VAPPs must allow access to the Paralympic Route Network and/or Paralympic Lanes. For example, MDS VAPPs may only be allowed to use the lanes in a limited timeframe during the delivery window.

### **9.2.4 Lost/stolen policy**

A VAPP that is lost should not be replaced. It is the responsibility of the VAPP owner to take appropriate care of their VAPP.

Each OCOG must produce a lost/stolen policy for VAPPs and submit the policy to the IPC for approval.

## 9.2.5 Primary VAPP allocation Paralympic Family

Client	Venue code	Parking access code	Client code	VAPP colour	Quantity	Obligation	Allocation/ Rate card	Additional notes
IPC	∞	P1	T1	Yellow	1 per vehicle	Required	Allocation	IPC President IOC President IPC Honorary Board members and Honoured Guests (who are IPPs) Any other exception as nominated and/or approved by IPC
IPC	∞	P2	T1	Purple	1 per vehicle	Required	Allocation	IPC Vice President IPC Governing Board members IPC Chief Executive Officer IPC Director IPC Honorary Board member IPC Lifetime member IPC Honoured guest IOC Honorary President IOC Director General IOC Executive Director for the Olympic Games Other such persons designated by the IPC, that may be for the period of the Games or a designated period
IPC	∞	P2	T2	Purple	1 per vehicle	Required	Allocation	IPC working groups: IPC Standing Committee chairperson (Medical, Anti-Doping, Sports Science Committee) IPC Standing Committee member (Medical, Anti-Doping, Sports Science Committee) Court of Arbitration for Sport member (TAS/CAS) Court of Arbitration for Sport Staff World Anti-doping Agency Independent Observers Athlete Outreach Programme member Other IPC Administration as requested by IPC

Client	Venue code	Parking access code	Client code	VAPP colour	Quantity	Obligation	Allocation/ Rate card	Additional notes
IF	∞	P2	T2	Purple	1 per vehicle	Required	Allocation	President and Secretary General of IF on the Games programme
NPC	∞	P1	V1	Yellow	2 per attending delegation	Required	Allocation	2 per Head of State/Head of Government only available for use when HoS/HoG is in attendance at the Games
NPC	∞	P2	T2	Purple	1 per vehicle	Required	Allocation	President and Secretary General of NPCs with participating athletes (approved by the IPC)
NPC	∞	P2	T3	Purple	1 per NPC Chef de Mission	Recommended	Allocation	The total number of VAPPs for NPC delegated vehicles equals the total number of vehicles dedicated to the NPC – these VAPPs are not additional
OCOG	∞	P2	T1	Purple	1 per vehicle	Recommended	Allocation	OCOG President (or equivalent) OCOG Chief Executive Officer (or equivalent)
MP	∞	P2	T1	Purple	2 VAPPs per PS	IPC/OCOG contract	Allocation	Marketing Partner PS Domestic Partners as per individual contracts

## 9.2.6 Primary VAPP allocation International Federation

Client	Venue code	Parking access code	Client code	VAPP colour	Quantity	Obligation	Allocation/ Rate card	Additional notes
IF	Venue specific	P3	IF	Blue	1 per vehicle	Required	Allocation	IF dedicated and Technical Delegate T1 dedicated vehicles provided by the OCOG
IF	Venue specific	P6	IF	White	Dependant on space available at venues	Recommended	Rate card	

## 9.2.7 Primary VAPP allocation National Paralympic Committee

Client	Venue code	Parking access code	Client code	VAPP colour	Quantity	Obligation	Allocation/ Rate card	Additional notes
NPC	VLV	P3	NPC	Blue	1 per vehicle	Required	Allocation	The total number of VAPPs for NPC Dedicated Vehicles equals the total number of vehicles allocated to the NPC
NPC	Venue specific	P3	NPC	Blue	1 per allocated OCOG vehicle and approved NPC provided vehicles	Required	Allocation	OCOG supplied NPC equipment vehicles or NPC team sport vehicles NPC provided equipment vehicles
NPC	VLV	P6	NPC	White	Dependant on space available at venues	Required	Rate card	OCOG to determine quantity, to be agreed with IPC.
NPC	Venue specific	P6	NPC	White	Dependant on space available at venues	Required	Rate card	As an example, previous OCOGs have followed the OGG on Transport team size vehicle allocation formula; that is, the NPC can apply for a number of Rate Card VAPPs based on team size. Other OCOGs have developed a different allocation formula.
NPC	ALL	CIR	NPC	White	Dependant on space available at venues	Recommended	Rate card	



## 9.2.8 Primary VAPP allocation Marketing Partner

Client	Venue code	Parking access code	Client code	VAPP colour	Quantity	Obligation	Allocation/ Rate card	Additional notes
MP	ALL	CIR	MP	Pink	Dependant on space available at venues	Recommended	Allocation	Cars only – not for use in buses
MP	∞	P7	MPCP	Pink	Agreement with individual MP	Required	Allocation	Buses for hospitality programme (MPCP)
MP	∞	P7	MPCP	Pink	Agreement with individual MP – dependant on space available at venues	Required	Allocation	Limited (1:10) hospitality programme support vehicles
MP	Venue specific	P4	OPS	Red	Dependant on space available at venues and operational requirement	Required	Allocation	Negotiated with the relevant functional area and venue operations (e.g. timing scoring and results are co-ordinated through Technology)
MP	Venue specific	P6	OPS	White	Dependant on space available at venues and operational requirement	Required	Allocation	Negotiated with the relevant functional area and venue operations (e.g. beverage providers are co-ordinated through Food and Beverage)

## 9.2.9 Primary VAPP allocation RHBs and OBS

Client	Venue code	Parking access code	Client code	VAPP colour	Quantity	Obligation	Allocation/ Rate card	Additional notes
RHBs OBS	ALL	P5	RHB	Green	As agreed with OBS	Required	Allocation	
RHB ENG	ALL	ENG	RHB	Green	As agreed with OBS	Required	Allocation	Electronic News Gathering vehicles
RHBs OBS	IBC	P5	RHB	Green	As agreed with OBS	Required	Allocation	
OBS	Venue specific	P5	RHB	Green	As agreed with OBS	Required	Allocation	Specialist vehicles for road events

## 9.2.10 Primary VAPP allocation Press

Client	Venue code	Parking access code	Client code	VAPP colour	Quantity	Obligation	Allocation/ Rate card	Additional notes
IPPP	ALL	P6	PHP	White	2 per IPC recognised agency	Required	Allocation	P4 if parking is located inside the secure perimeter
IPPP	OLV	P6	PHP	White	2 per IPC recognised agency	Required	Allocation	P4 if parking is located inside the secure perimeter
Press	ALL	P6	PRS	White	Dependent on space available at venues	Required	Rate card	OCOG to determine quantity – to be agreed with the IPC
Press	Venue specific	P6	PRS	White	Dependent on space available at venues	Required	Rate card	OCOG to determine quantity – to be agreed with the IPC

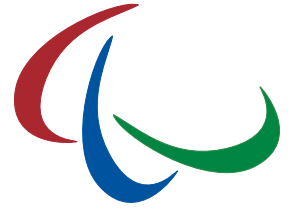
### 9.2.11 Primary VAPP allocation Games Operations

Client	Venue code	Parking access code	Client code	VAPP colour	Quantity	Obligation	Allocation/ Rate card	Additional notes
OCOG	∞	SYS	TA	Dark blue	OCOG to determine	Required	Allocation	As required for athletes and team officials transport system
OCOG	∞	SYS	TM	Green	OCOG to determine	Required	Allocation	As required for media transport system
OCOG	∞	SYS	DDS	Green	OCOG to determine	Recommended	Allocation	As required for OBS direct and dedicated transport system
OCOG	∞	SYS	TF	Light blue	OCOG to determine	Required	Allocation	As required for IF transport system
OCOG	∞	SYS	T3	Purple	OCOG to determine	Recommended	Allocation	As required for Paralympic Family transport system
OCOG	∞	SYS	TP	White	OCOG to determine	Required	Allocation	As required for specific Paralympic services or workforce and/or spectators
OCOG	∞	SYS	IPC	White	According to operational need	Required	Allocation	For use on OCOG or IPC provided buses only for Observers' Programme
OCOG	∞	P4	OPS	Red	OCOG to determine	Required	Allocation	Key operations vehicles
OCOG	Venue specific	P4	OPS	Red	OCOG to determine	Required	Allocation	Key operations vehicles
OCOG	∞	P6	OPS	White	OCOG to determine	Required	Allocation	Venue operations
OCOG	Venue specific	P6	OPS	White	OCOG to determine	Required	Allocation	Venue operations
OCOG	∞	MDS	DEL	Orange	OCOG to determine	Required	Allocation	Required for deliveries to venues
OCOG	Venue specific	MDS	DEL	Orange	OCOG to determine	Required	Allocation	Required for venue specific suppliers delivering to non-Paralympic business inside venue fence line
OCOG	∞	AP	OPS	Red	OCOG to determine	Required	Allocation	Key operations vehicles not requiring parking
OCOG	Venue specific	AP	OPS	Red	OCOG to determine	Required	Allocation	Key operations vehicles not requiring parking
OCOG	∞	AP	OPS	White	OCOG to determine	Required	Allocation	Key operations vehicles not requiring parking
OCOG	Venue specific	AP	OPS	White	OCOG to determine	Required	Allocation	Key operations vehicles not requiring parking

### 9.2.12 Primary VAPP allocation Rate Card

Client	Venue code	Parking access code	Client code	VAPP colour	Quantity	Obligation	Allocation/ Rate card	Additional notes
IPC	ALL	P6	Various	White	Dependant on space available at venues	Recommended	Rate card	According to IPC needs
IF	Venue specific	P6	Various	White	Dependant on space available at venues	Recommended	Rate card	Only available as determined by OCOG with approval from IPC

This table represents the minimum requirements. The OCOG is required to develop the table with other clients to meet their operational needs and provide to the IPC for agreement.



### **9.3 Secondary VAPPS**

Secondary VAPPs are required to be used in conjunction with primary VAPPs to gain vehicle access to the following:

#### **Ceremonies**

The Ceremonies secondary VAPP is used to grant access and/or parking for the Opening and Closing Ceremonies.

#### **Field of Play**

This secondary VAPP gives access to the FOP at a designed event. These can be used for road events to allow access to the course when it is locked down. The sports manager decides if they require an FOP VAPP for their sport.

#### **Athletes Village Residential Zone**

The secondary RES VAPP allows vehicles access into the Residential Zone of the Paralympic Village(s). This VAPP is used for operational vehicles, internal shuttles and emergency services positioned inside the PLV Residential Zone.

#### **Broadcast compounds**

The broadcast compound (BRC) is not a recognised parking area, however it provides a staging area for operational vehicles that support operations inside the compound area. There are two types of compound passes: All venues (ALL) and venue specific. These VAPPs control vehicle access to the compounds, with the type and numbers determined and distributed by OBS.



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