



Accreditation Guide for the Parapan American Games

December 2018



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I Introduction.....	5
II Presentation – overview of accreditation.....	6
III Specific glossary.....	8
IV List of milestones.....	11
1 Parapan Am Games Identity and Accreditation Card.....	12
1.1 General conditions	12
1.2 Specifications of the card	16
1.3 Multiple roles and substitution rules	19
1.4 Accompanying guests.....	21
1.5 NPC dignitary guests	22
1.6 Transferable accreditation.....	23
1.6.1 Nominative transferable cards	23
2 Additional access passes and devices.....	26
2.1 Guest pass	26
2.1.1 Athletes’ Village guest pass.....	26
2.1.1.1 Athletes’ Village guest pass NPC allocation.....	27
2.1.1.2 Athletes’ Village guest pass Media allocation	30
2.1.2 Main Press Centre guest pass	31
2.1.3 International Broadcast Centre guest pass	33
2.2 Day Pass	34
2.3 Upgrade Card – “U” category.....	37
2.4 Access to restricted areas.....	39
3 Seating entitlements.....	41
3.1 Seating tribune types for competition venues.....	41
3.2 Seating tribune types for Ceremonies.....	42
4 Accreditation process.....	43
4.1 Accreditation process.....	43
4.2 Application for accreditation forms	48



4.3	Accreditation publications.....	50
5	Accreditation facilities.....	52
5.1	Validation Counters.....	52
5.2	Accreditation Centres.....	53
5.3	Venue Accreditation Offices	55
6	Access control.....	56
6.1	Accreditation Card Operating System (ACOS).....	56
6.2	Venue accreditation zoning principles.....	59
7	NPC team officials.....	61
7.1	NPC team officials.....	61
7.2	Athlete Competition Partner	65
7.3	NPC Team Size Formula (TSF) for Regional Games.....	66
7.4	Access entitlements for NPC team officials.....	68
7.5	Transferable NPC team official accreditations	69
8	Accreditation charts.....	70
8.1	Accreditation charts legend.....	70
8.2	Americas Paralympic Committee categories.....	75
8.3	International Federation categories	80
8.4	National Paralympic Committee categories.....	83
8.5	Host Organising Committee categories	87
8.6	Organising Committee of Future Games categories.....	89
8.7	Broadcaster categories.....	91
8.8	Press and Photographers categories.....	92



I Introduction

About this guide

The Parapan Am Games Identity and Accreditation Card (PIAC) is a document, which confers on its bearer the right to take part in the Parapan American (Am) Games. All matters relating to the PIAC, including the categories and related privileges, as well as the terms upon which it is issued or withdrawn, are at the sole discretion of the Americas Paralympic Committee Executive Board. Further details regarding the PIAC are contained in this guide.

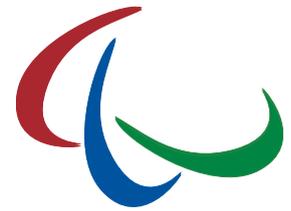
The guide has been updated in December 2018 to be used as guidelines for the Organising Committee of the 2019 Parapan American Games.

Relationship IPC and APC

In accordance with the IPC Constitution, and until such time as the Americas Paralympic Committee (APC) is established as an independent Regional/Continental Organisation having obtained full membership to the International Paralympic Committee (IPC), the APC is a committee under the governance of the IPC and shall as such abide by all decisions of the IPC.

Organising Committee

The Organising Committee (OC) referred to in this guide is the Lima 2019 Parapan American Games Organising Committee (Lima 2019). As such, this guide is crafted specifically for the Lima 2019 Parapan Am Games in accordance with the Americas Paralympic Committee.



II Presentation – overview of accreditation

Introduction

The purpose of accreditation is to identify people and their roles at the Parapan Am 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 Parapan Am 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 Parapan Am 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.

Parapan Am Games Identity and Accreditation Card (PIAC)

- Where applicable, together with a valid passport, the PIAC shall act as a tourist visa to the host country*.
- Once validated, the PIAC is an accreditation entitling the bearer to his/her necessary access to competition and non-competition venues.

* NOTE:

Individuals from visa exempt countries (see exceptions for Press and Broadcaster populations below) will be able to travel to Peru (multiple entry) bearing their PVC and passport and stay for up to 183 days. Passport should be valid for at least six (6) months on the date of entry.

Individuals from countries that require a visa will be able to travel to Peru bearing their PVC which will contain a tourist visa and their passport (valid for at least six (6) months on the date of entry). This tourist visa placed inside the PVC is applicable for multiple entries as long as it is not laminated.

All participants from Press and Broadcaster categories travelling to Peru with their equipment are required to obtain a journalist visa and complete a special form for their equipment (regardless of their nationality). Both the journalist visa and the form will be free of charge.



Press and Broadcaster categories from visa exempt countries coming to Peru without equipment are still advised to get a free of charge journalist visa. More details about the visa process will be provided by Lima 2019.

Rights attached to a Parapan Am Games Identity and Accreditation Card

The APC determines the persons entitled to a PIAC and sets the conditions for its granting and issuance.

The APC, through the Lima 2019, 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 Lima 2019 to produce and deliver the cards to the Responsible Organisations, who will distribute to individual Games participants.

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.



III Specific 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>Term</i>	<i>Definition</i>
<i>Accreditation Centres</i>	Provided by the Parapan Am Games to provide accreditation services to its major stakeholder groups.
<i>Application for Accreditation forms</i>	Distributed by the Parapan Am Games, the form is completed by/for each member of a Responsible Organisation in order to be accredited for the Parapan Am Games.
<i>Delegation Registration Meeting (DRM)</i>	The DRM is the final confirmation of registration of all athletes and NPC team officials to participate in the Parapan Am Games. Lima 2019 and the NPC agree on all names and entitlements of athletes and NPC team officials and confirm in which sports the athletes are entered. NPC services are responsible for DRM management.
<i>IPC Conditions of Participation Agreement (formerly known as IPC Eligibility Code Form)</i>	All athletes and other participants listed in both the International Federation and National Paralympic Committee categories (as defined in this Accreditation Guide for the Parapan American Games) must sign the IPC Conditions of Participation Agreement to be eligible to participate in the Parapan Am Games. In doing so, they signify that they understand, and will comply with, the IPC Handbook, this Accreditation Guide for the Parapan American Games, all policies developed by the IPC and Lima 2019 for the Parapan Am Games as well as the technical and classification rules of the IFs and any other rules or regulations applicable to their participation in the Parapan Am Games.



<i>Function</i>	Population or job title to which privileges and access entitlements are attached.
<i>Guest Pass</i>	Temporary visiting access pass for accredited and non-accredited visitors to some controlled competition and non-competition venues.
<i>PIAC</i>	See Parapan Am Games Identity and Accreditation Card.
<i>Parapan American Games Identity and Accreditation Card</i>	A personalised card granted by the APC, through Lima 2019, which confers on its bearer the right to attend the Parapan Am Games. It establishes the identity of the card bearer, identifies the access rights and other privileges for the Parapan Am Games and, where applicable, contains a tourist visa which, together with a valid passport, enables the card bearer to enter the country.
<i>Parapan Am Village Plaza</i>	An area considered to be non-residential within the Parapan Am Athletes' Village.
<i>PVC</i>	See Pre-valid Card.
<i>Pictograms</i>	The graphic representation of a sport or discipline or an accreditation entitlement.
<i>Population</i>	Persons entitled to receive accreditation in the indicated category.
<i>Pre-Valid Card (PVC)</i>	Parapan Am Games Identity and Accreditation Card that has not yet been through the Games-time validation process.
<i>Press accreditation application by name forms</i>	By completing this form, the NPC informs the Lima 2019 of every media representative (by name) that will require accreditation for the Parapan Am Games.
<i>Privilege</i>	A privilege is an entitlement to particular types of access, seating, transport or accommodation as determined by and commensurate with individual's Parapan Am function.
<i>Quota</i>	Indicates any numerical restrictions applicable to certain accredited populations.
<i>Residential Zone</i>	An area in the Athletes' Village where accommodation for the athletes and NPC team officials is located. An accreditation with "R" symbol or appropriate Guest Pass and accompanying escort is required to enter this area.



<i>Responsible Organisation (RO)</i>	An organisation that has been identified by the APC and Lima 2019 as having an interest or requirement for the Games, meaning their workforce and stakeholders will need to be accredited in order to carry out their duties on-site.
<i>Seating access</i>	Indicates the relevant reserved seating at sport venues for accredited persons.
<i>NPC Team officials</i>	Team officials are persons whose presence is essential to the administration of a NPC team at the Parapan Am Games.
<i>Transport codes</i>	The alphanumeric codes used by Lima 2019 on the PIAC to indicate transport privileges.
<i>Upgrade Card</i>	A transferable non-nominative 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 PIAC to "accredited".
<i>Venue access codes</i>	Alpha codes created by Lima 2019 to represent venues that are printed on a Parapan Am Games Identity and Accreditation Card.
<i>Zones</i>	Designated access areas within a venue.
<i>Zone codes</i>	Codes used to represent the designated access areas within a venue that are printed on a PIAC.



IV List of milestones

Introduction

This chapter lists the milestones for the accreditation activities that Lima 2019, Responsible Organisations and other bodies concerned must comply with. The deadlines below refer to the Lima 2019 timelines.

Deadline	Action/Milestone	Responsible Organisation	Concerned Organisation
18 January 2019	Registration material sent	Lima 2019	All ROs
25 January 2019	Declaration Form returned to Lima 2019 Username and password sent to ROs	Lima 2019	All ROs
23 February 2019	ACR system opens	Lima 2019	All ROs
23 May 2019	NPC ACR closes. PVC production begins	Lima 2019	NPCs
3-21 June 2019	Pre-Delegation Registration Meetings	Lima 2019	NPCs
By 8 July 2019	PVC are sent out	Lima 2019	All ROs
16-22 August	Delegation Registration Meetings	Lima 2019	NPCs
August 2019	Individual PVC validation upon arrival at one of the ACR Centres	Lima 2019	All ROs



1 Parapan Am Games Identity and Accreditation Card

This chapter describes the purpose and types of Parapan Am Games Identity and Accreditation Cards (PIAC).

1.1 General conditions

Introduction

The PIAC confers on its bearer the right to perform their function at the Parapan Am Games.

APC grants accreditation

The APC grants the PIAC to persons eligible for accreditation. The APC Executive Board may delegate all or part of this authority to Lima 2019. Lima 2019 will then make the PIAC available to all persons designated by the APC.

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 bearer's identity

The PIAC establishes the identity of its bearer and constitutes a document which in some cases, together with the passport of the bearer, authorises entry into the country/territory in which the city organising the Parapan Am Games is situated.

Validity of PIAC

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



Validation of the PIAC

The PIAC does not permit access to Parapan Am Games 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 bearer), the PVC is validated and becomes the official identification document for the bearer throughout the Parapan Am Games period.

PIAC functions

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

An official travel document

Where an agreement is reached with the host country, the accreditation card together with a passport can act as a visa authorising entry into the host country.

An official Parapan Am document

The PIAC grants the bearer the necessary access to perform a specific function during the Games.

Security check

The PIAC confirms the bearer has completed and passed a compulsory security assessment which will be conducted by authorities upon registrations



Responsible Organisations

Responsible Organisations are officially recognised by the APC/IPC as the interlocutors of Lima 2019 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 Lima 2019 for accreditation.

The Responsible Organisations for the PIAC are:

- The Americas Paralympic Committee and the International Paralympic Committee and through these organisations the following sub-categories:
 - Broadcasters
 - International Organisations of Sport for the Disabled (IOSDs)
 - Non-Rights Holders (ENRs)
 - Observers from organisers of Regional Games, World Championships and major Games organisations
 - Regional Organisations (ROs)
 - Sponsors
 - World News Agencies
- The International Federations (IFs)
- The National Paralympic Committees (NPCs) and through them the press and photographers
- The Organising Committee (Lima 2019) and through it their Partners

Responsible Organisations, through their authorised representative, must complete and return all required documents and forms to Lima 2019 within the set deadlines and deliver PVCs to their rightful bearers. 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 APC/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 APC/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 Parapan Am Games do not constitute a “payment” for accreditation in this context. The party who receives the PIAC from the APC/IPC agrees that it will provide the APC/IPC with such information in connection with its dealings with the PIAC as the APC/IPC shall require and agrees that the APC/IPC shall be entitled to determine in its discretion whether the forgoing stipulation has been infringed. If a party is found by the APC/IPC to have breached this obligation, the PIAC can be withdrawn, with immediate effect, at the APC/IPC’s sole discretion.



1.2 Specifications of the card

Form of the card

The PIAC is a card displaying several elements of information about its bearer on its front and backside.

Language on the card

The languages in which the information is printed on the back of the cards are:

- English
- Spanish

Principle elements

The principal elements to be visible on the card are:

- The official Parapan Am Games emblem and designation.
- A large category letter with background colour reflecting the various categories as indicated in the accreditation charts in section 8.
- A recent (within the last six months) colour photograph of the card bearer, on both sides of the card. The photo should be provided digitally.
- Personal information about the card bearer on both sides of the card (name, function, Responsible Organisation).
- Codes determining the venue, zone and transport rights to which the bearer is entitled.
- Seating access indicating the name of the reserved seating section for competition venues, where applicable.
- A personal registration 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.



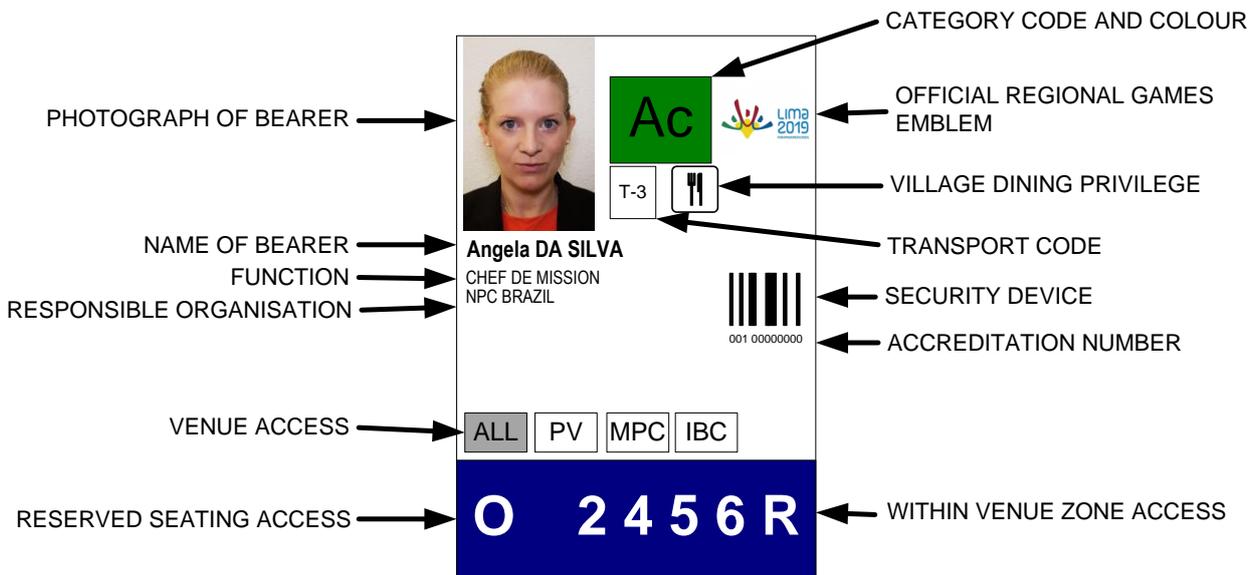
▪ Consent Text for the Parapan American Games:

This Parapan American Games Identity and Accreditation Card (PIAC) only becomes in force once it is validated. It may only be used by the person identified on it and cannot be transferred. This PIAC remains the property of the International Paralympic Committee (IPC) and can be withdrawn, with immediate effect, at the sole discretion of IPC's Chief Executive Officer. By using this PIAC, in consideration of the acceptance of my participation in the Parapan American Games (Games), I agree to be filmed, and/or otherwise recorded from the official opening of the athlete Paralympic village until its official closing (Term); and that my captured image, together with my name, likeness, voice, performance and biographical information, may be used in any content, format and through any media or technology whether now existing or created in the future, by IPC and third parties authorised by IPC, throughout the world in perpetuity and without compensation, in relation to the celebration and promotion of the Games, the Paralympic Movement and IPC, in a commercial and non-commercial manner. I agree that all photographs and moving images taken by me at the Games, including those of athletes competing within any Games venues during the Term, shall be used solely for personal and non-commercial purposes, unless prior written consent is obtained from IPC. I confirm that I fulfil the qualifications and conditions required by IPC and the Americas Paralympic Committee (APC) in order to be issued this PIAC, and that I shall comply with the applicable provisions of the Accreditation Guide for the Parapan American Games and any other rules, regulations and agreements that apply to my participation in the Games. These documents can be found on the IPC website. I confirm that I am responsible to know and understand their contents as a prerequisite to my participation. I also agree to personal information about me being collected by IPC, APC, my National Paralympic Committee or International Federation (IF) and the Lima 2019 Parapan Am Games Organising Committee (Lima 2019) and to such data being stored and used by them, host government agencies, and similar organisations authorised by IPC or APC, for the purposes of facilitating my participation in the Games. I agree that I participate in the Games at my own risk and that I am responsible for all property I bring into the Games sites. To the fullest extent permitted under applicable law, I irrevocably release IPC, APC, the IF(s) governing my sport(s) and Lima 2019 (and their respective members, directors, officers, employees, volunteers, contractors and agents) from any liability for any loss, injury or damage that I may suffer in relation to my participation in the Games. I understand that my failure to adhere to any of the above will result in disciplinary action as determined by IPC.

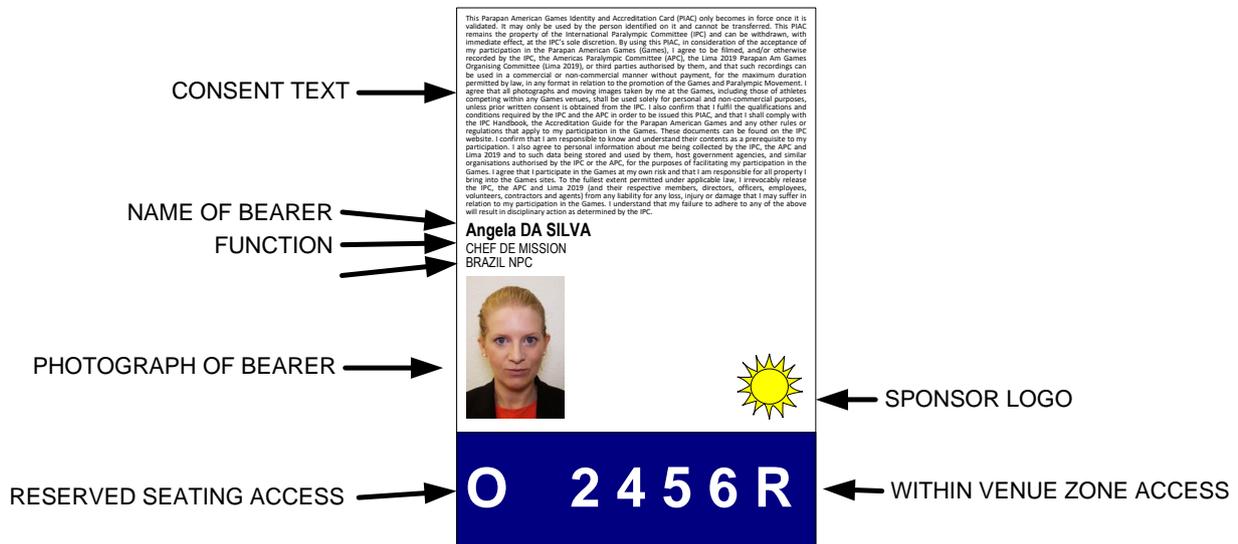


Example of the Parapan Am Games Identity and Accreditation Card

FRONT OF CARD



BACK OF CARD





1.3 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 Parapan Am Games. If the incumbent does not attend the Parapan Am 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 Parapan Am 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 Ao (additional team officials)) 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.

When 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, Lima 2019 should contact both Responsible Organisations which submitted the data to define which role the individual will fulfil at the Parapan Am Games (one of them or both). Lima 2019 should contact the IPC for resolution only in case the situation cannot be solved.

Substitution rules

For an NPC with athletes participating at the Parapan Am Games, whose President and/or Secretary General is an IPC Governing Board Member or APC Executive 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 Parapan Am Games, a Vice President may substitute the President, or



an Executive Board member 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 an Executive Board member respectively.

For an IF on the Games programme, whose President and/or Secretary General is an IPC Governing Board Member or APC Executive 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 do/does not attend the Parapan Am Games, a Vice President may substitute the President, or an Executive Board member 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., IF 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. Substitutions are subject to approval by the IPC.



1.4 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 Parapan Am 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.

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



1.5 NPC dignitary guests

Introduction

NPCs are entitled to invite and accredit up to three International Dignitaries to the Parapan Am Games. 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 Committee representatives

The eligibility of all international dignitary guests of NPCs will be verified by Lima 2019 and in cases of doubt, approved by the IPC.

Embassy representation

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



1.6 Transferable accreditation

A number of transferable accreditation cards are allocated to the 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)

1.6.1 Nominative transferable cards

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

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



Quotas

The following table outlines the category type and number of cards that are issued by Lima 2019 to the people designated by the eligible Responsible Organisation.

<i>Responsible Organisation</i>	<i>Category</i>	<i>Population</i>	<i>Number of Cards Issued</i>	<i>Transferable</i>
IFs	“IF”	Transferable Guest	12 per IF	2 times
NPCs with participating athletes	“NPC”	Minister of Sports	1 per NPC	1 time (only when responsibility is shared by 2 or more Ministers)
NPCs with participating athletes	“NPC”	Transferable Guest	1 per NPC for every 5 athletes (rounded-up)	2 times
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)
NPCs with participating athletes	“Ao”	NPC additional team officials (ATOs)	Subject to NPC Team Size Formula (TSF)	1 time (100% of the number of ATO “Ao” accreditations)



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 bearer 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 Lima2019.

Note that the NPC should submit to Lima 2019, no later than Pre-DRM meeting, a preliminary list with the person's names to be accredited in this category. The final list and transference schedule shall be provided at DRM-Meeting in the application for "Transferable Guests" accreditations.



2 Additional access passes and devices

This chapter describes the additional access passes and devices to the PIAC used at Lima 2019 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 competition and non-competition venues. Guest passes are valid only for day of delivery.

Affected venues

The venues concerned by such passes are:

- Athletes' Village
- Main Press Centre (MPC)
- International Broadcast Centre (IBC)

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 Lima 2019 and approved by the IPC.

2.1.1 Athletes' 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 Athletes' Village are granted permanent access. Guest passes



will be issued to those individuals in need of temporary access to the Athletes' Village for visiting purposes in limited numbers and under controlled circumstances.

Types

There are three different types of Athletes' Village guest passes:

- APC guest passes which grant access to the Athletes' Village Plaza and/or Residential Zone (R)
- NPC guest passes which grant access to the Athletes' Village Plaza and/or R
- Media guest passes which grant access to the Athletes' Village Plaza only

2.1.1.1 Athletes' Village guest pass NPC allocation

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

An Athletes' Village Guest Pass Centre is operated by Lima 2019 at the perimeter of the Athletes' 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 Parapan Am Games.

NPC delegations

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

The passes are administered by Lima 2019 through the Guest Pass Centre at the Athletes' Village.

NPC guests are able to visit the Athletes' 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 Athletes' Village if an official request is submitted prior to the established deadline.



NPC guest passes cannot be issued to media for access to the Residential Zone. All guests within the Athletes' Village must abide by the Athletes' Village guidelines which are included in the IPC Village Guidelines for Regional Games and the Parapan Am Media Services and Broadcast Requirements.

Process for Athletes' Village guest pass distribution to NPC guests

<i>Phase</i>	<i>Description</i>
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 the 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 a Lima 2019 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 Lima 2019 recognised ID with photo identification for a guest pass.
5	NPC representative receives and chaperones guests within Residential Zone of the Village.
6	NPC representative ensures guest passes are returned in exchange for accreditation card or Lima 2019 recognised ID on departure or prior to the closing of the Village Guest Pass Centre.



The maximum number of guests per NPC at any given time is calculated in the below table. Each guest pass allows multiple entries into the Athletes' Village for the same individual on the same day.

<i>Delegation size</i>	<i>Number of Athletes' Village guest passes</i>
1 – 10	4
11 – 24	6
25 – 50	10
51 – 100	15
101 – 200	25
201 – 300	35
301 +	50



2.1.1.2 Athletes' Village guest pass Media allocation

The Athletes' Village constitutes the most sensitive sector of the competition and non-competition venues.

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 Athletes' Village and with an understanding of mutual respect for each other's interests.

This is co-ordinated between the IPC, Host Broadcaster (HB) and Lima 2019.

Media access to Athletes' Village Plaza

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

Athletes' Village media allocation is restricted to the Athletes' Village Plaza only.

A media access gate (categories E and RT) is operated by Lima 2019 at the perimeter of each Village for distribution of the passes to this population.

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

Process for Athletes' Village guest pass distribution to media

<i>Phase</i>	<i>Description</i>
1	E and RT accredited media go to Athletes' Village media access gate.
2	Exchange accreditation card for a guest pass.
3	Upon departure accredited media return to media access gate to return the pass and retrieve their accreditation card.



Media quotas

The APC/IPC have set a quota according to categories for the maximum number of media permitted inside the Athletes' Villages at any given time.

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

Media quotas Athletes' Villages

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 Athletes' Village guest passes</i>
E and RT	150

Media access to Residential Zone

The media have no access to the Residential Zone of the Athletes' Village.

2.1.2 Main Press Centre guest pass

Subject to IPC agreement, Lima 2019 may issue guest passes for the Main Press Centre (MPC) to guests of the accredited media and visitors.

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 Desk in advance.
2	On arrival guest/visitor presents at the MPC Guest Pass Centre an accreditation card and/or Lima 2019 recognised ID if not accredited to establish identity.
3	Lima 2019 distributes a guest pass to the 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

Subject to IPC agreement, HB 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 Lima 2019 recognised ID with photo identification for a guest pass.
3	HB/Right holders receive and chaperon guest/visitor within the IBC.
4	On departure or prior to IBC Guest Pass Centre closure, guest/visitor returns the guest pass in exchange for accreditation card or Lima 2019 recognised ID.



2.2 Day Pass

Purpose

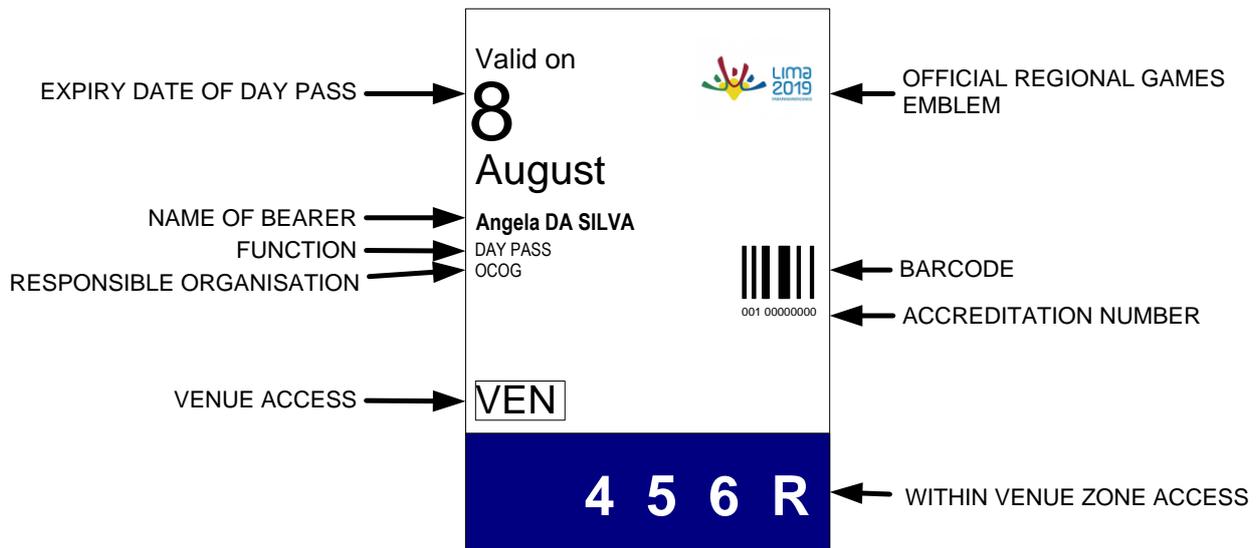
The Day Pass is designed to permit temporary access to competition and non-competition venues and is usually valid for a single venue and only on the day it is issued.

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.

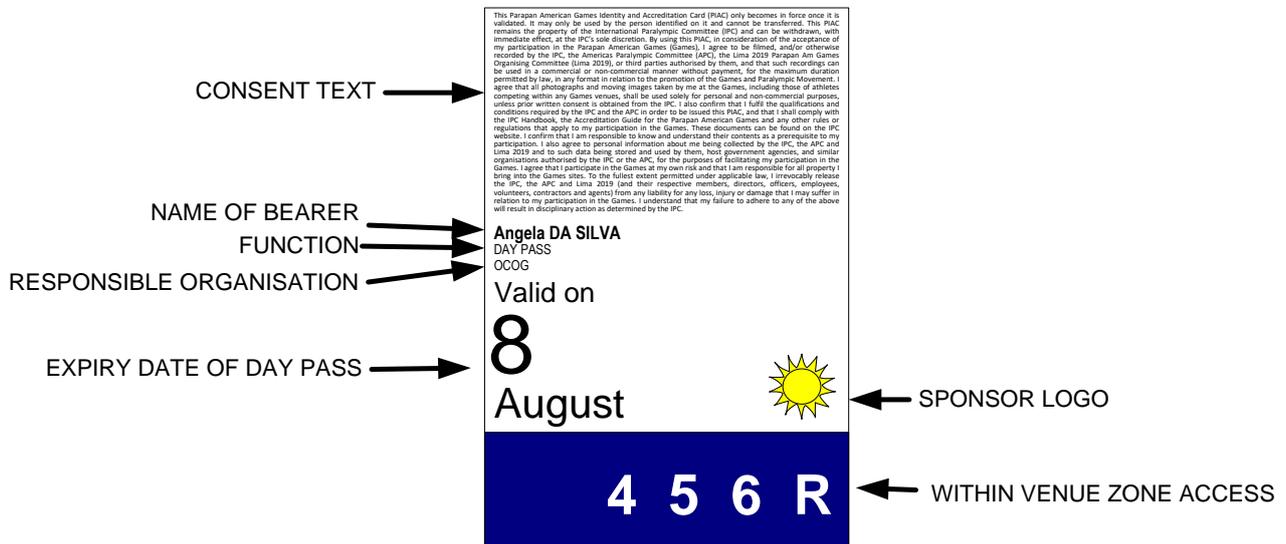


Example of a typical Parapan Am Games Day Pass

FRONT OF CARD



BACK OF CARD





Distribution

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 Lima 2019 and approved by the IPC for the application and approval of Day Passes at each of the venues.

Process for Day Pass distribution

1	Application is made to the accreditation support personnel or venue management (in lieu of ACR support) in advance by relevant FA. ACR support personal will confirm accreditation status present to venue management for approval.
2	Upon arrival individual presents at the workforce PSA an accreditation card and/or Lima 2019 recognised ID with photo identification (if not accredited) and requests a Day Pass.
3	ACR support personnel/venue management is informed of the Day Pass applicant via radio.
4	OC distributes the Day Pass at PSA.
5	Visitor is not required to return the Day Pass when leaving the venue.



2.3 Upgrade Card – “U” category

Upgrade Cards allow broader 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.

“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.

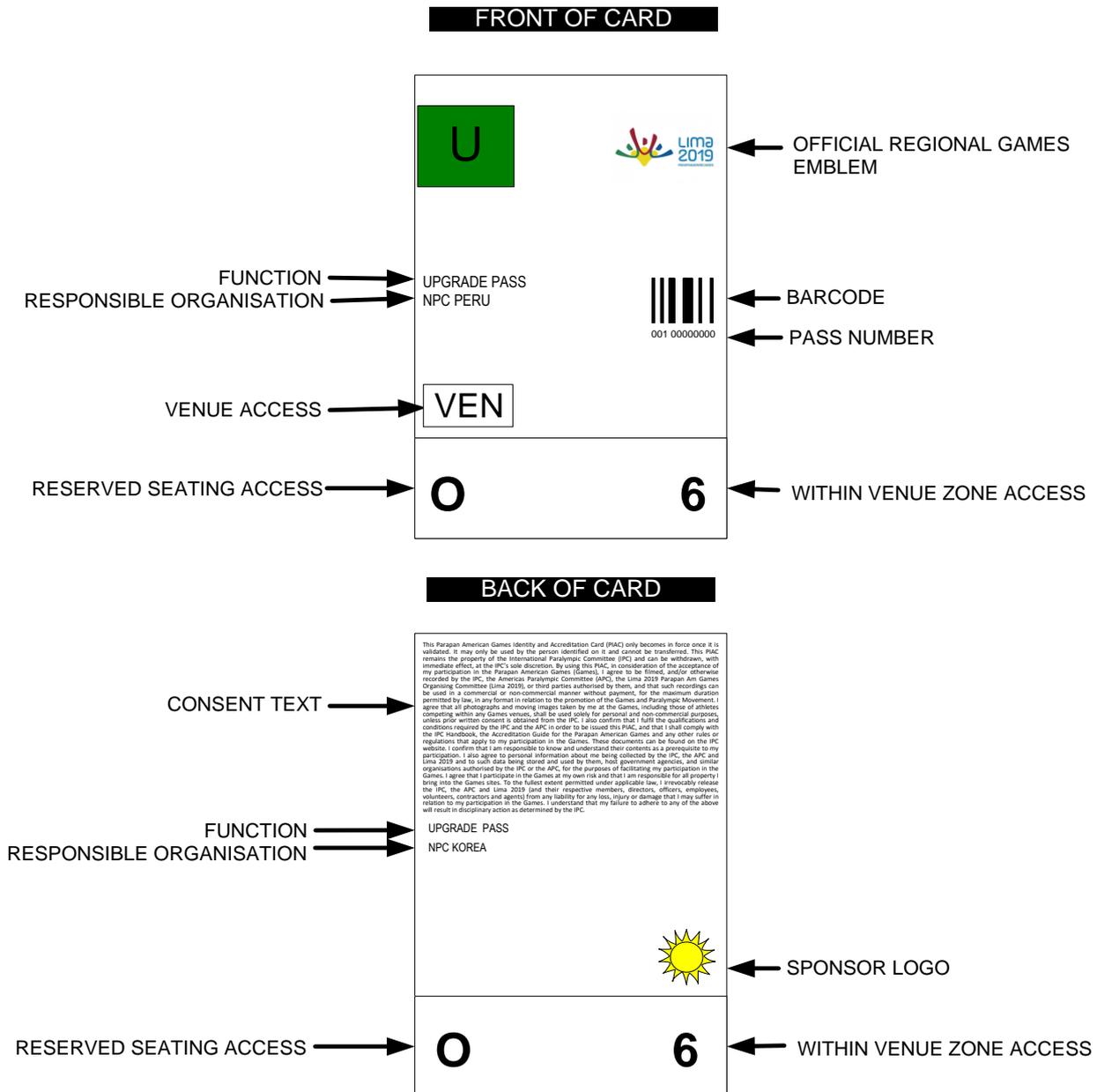
Quotas

The following table lists the quotas of Upgrade Cards granted to the eligible Responsible Organisation for the Parapan Am Games.

<i>Responsible Organisation</i>	<i>Number of “U” cards issued</i>
APC	Quota determined by APC/IPC
IFs on the Games Programme	10 per IF
NPCs with participating athletes	1 per NPC for every 30 athletes (rounded-up)



Sample of an Upgrade 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 SACD 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 APC/IPC, after proposal by Lima 2019 accreditation department.
- Operational needs for a SACD should be identified by the accreditation department during the venue zoning process and discussed with the relevant Functional Area or space/event owner.
- A list of proposed SACDs will be submitted to the APC/IPC for approval.
- All SACDs 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 Lima 2019 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:

- Compound pass and Satellite Farm pass
- Doping control station pass
- Field of Play bib for Host and Rights-Holding Broadcasters
- GNS Bib
- Holographic stickers for Opening and Closing Ceremonies
- Mixed Zone armband
- Photographers bib for pool photographers and photographers
- Sticker or special pass for APC's temporary administrative offices at the official hotels
- Tickets
- Unilateral zone armband for Rights-Holding Broadcasters
- Wristbands for Opening and Closing Ceremonies



3 Seating entitlements

Introduction

Lima 2019 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 stakeholder 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.



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 bearers 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 APC President and Head of State Stand (Presidential Box) be designated in the 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 APC 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 Protocol Guide for Parapan American Games 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 bearers with a complimentary ticket.



4 Accreditation process

4.1 Accreditation process

Process

The following table outlines the accreditation process for the Parapan Am Games:

<i>Phase</i>	<i>Description</i>
1	The instruction manual for electronic application for accreditation and/or application for accreditation forms, IPC Conditions of Participation Agreement (NPCs and IFs) and instruction guide sent to the Responsible Organisation by Lima 2019.
2	Responsible Organisation distributes and collates application for accreditation forms or collates required data and photo images for electronic forms. NPCs and IFs distribute the IPC Conditions of Participation Agreement to all delegation members and Parapan Am Games officials.
3	Responsible Organisation submits application for accreditation forms/data and images to the Lima 2019 by the prescribed deadline. NPCs and IFs must submit the IPC Conditions of Participation Agreement for all their respective delegation members and Parapan Am Games officials to Lima 2019 by the prescribed deadline.
4	Lima 2019 confirms data validity of registrants with the Responsible Organisation.
5	Lima 2019 prints pre-valid card (PVC) for registrants.
6	Lima 2019 sends PVCs to Responsible Organisation.
7	Responsible Organisation distributes PVCs to its population.
8	For NPCs the Lima 2019 conducts final confirmation of accreditation data and eligibility of registrants during the Delegation Registration Meeting (DRM).
9	The bearer of the PVC proceeds to Validation Counter or Accreditation Centre.
10	PVC is validated at Validation Counter or Accreditation Centre and becomes the Parapan Am Games Identity and Accreditation Card. Accredited person attains access to all privileges granted by the PIAC.



Workforce accreditation process

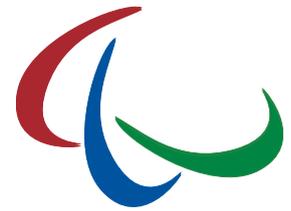
Development of workforce rights matrix

- The Accreditation Functional Area (ACR) to collect zone access, venues access (beyond default location assigned by People Management FA according to position assignments) and accreditation type and justifications per FA to create rights matrix per workforce type (paid staff: P, volunteers: V and contractors: 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/OBS for 5 or IBC, Protocol for 6 or GFH, Venue Management for RED, WHITE and additional venues, Villages for R or PAV)
- Space owners to approve or deny requests
- ACR to inform 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 6 and GFH, Press Operations 4 and MPC, Broadcast/OBS 5 and IBC, Venue Management RED and WHITE in general, Villages PAV and PAV 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 upgrades in case of loss or theft, but to deactivate such upgrades

ACR not to produce Upgrade Cards for other FAs unless to manage accreditations or upgrades to manage teams located in a non-accredited venue (e.g., Main Operations Centre, Technology Operations Centre etc.).



PVC not issued before arrival

If the PIAC also acts as an entry visa to the host country and 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 PIAC production.

Media accreditation

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

To ensure a successful and high-quality media coverage of the Parapan Am 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 to be accredited for the Parapan Am Games.

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



Delegation Registration Meetings (DRMs)

NPC Delegation Registration Meetings are held between Lima 2019, APC/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 Lima 2019, and take place in the Athletes' Village Welcome Centre prior to the opening of the Parapan Am Games.

The following issues are finalised in these meetings:

- Athletes' entries and qualification/eligibility
- Verification of IPC Conditions of Participation Agreement forms
- The spelling of each team member's name
- NPC team officials' quotas
- Accreditation access
- Any outstanding issues



Real time card production process

Every Accreditation Centre can 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	Lima 2019 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 Lima 2019 acceptable photo ID.
4	Registrant directed to real time card station where image is captured and/or 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 Lima 2019 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.



4.2 Application for accreditation forms

Form design approval

The design and layout of all application for accreditation forms are to be submitted to the IPC for approval.

Form data

All forms must collate the following data:

- Name of Responsible Organisation
- Accreditation number
- Surname
- First name
- Preferred name on PIAC
- 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
- Signature of authorised person (President or Secretary General) and stamp of the Responsible Organisation

Additional data

The following forms must request the following additional information:

Category	<i>Additional information required</i>
Aa	Name of Sport
Ab	Name of Sport and name of the accompanying athlete
Ao, Am, Ao (for ATO)	Name of Sport



<i>Category</i>	<i>Additional information required</i>
J	Name of Sport
APC**	Name and accreditation number of the person entitled to invite the guest
APC	Name of IOSD
APC	Name of Regional Organisation
IF**	Name and accreditation number of the person entitled to invite the guest
IF	Name of IF
NPC**	Name and accreditation number of the person entitled to invite the guest
OC**	Name and accreditation number of the person entitled to invite the guest
B**	Name and accreditation number of the person entitled to invite the guest
E, EP	Name of the media organisation and the signatures of the authorised director of the media organisation and the applicant. EP must also sign the EP undertaking
ENR	Name of the media organisation and the signatures of the authorised director of the media organisation and the applicant. ENR must also submit the ENR Undertaking
RT, RTa, RTb	Name of the media organisation and the signatures of the authorised director of the rights holder organisation and the applicant
OC	Name of the employer organisation

Deadline and address for return

The deadline for the return of application for accreditation forms must clearly be indicated on the application or in the e-accreditation system and manual.

IPC Conditions of Participation Agreement 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 instruction booklet

Lima 2019 will provide to each Responsible Organisation an instruction booklet detailing the application for the accreditation process and how to complete the relevant forms.

The text and layout of all Responsible Organisation instruction booklets are to be submitted to the IPC for approval according to Lima 2019 milestones.

The information within the instruction booklet should include:

- Instructions on the use and completion of the application for accreditation (or online accreditation form) and IPC Conditions of Participation Agreement
- Deadline dates for returning the applications to Lima 2019
- 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

Lima 2019 will publish an information brochure on its website and/or 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 Conditions of Participation Agreement (formerly known as Eligibility Code Forms)

All athletes and other participants listed in both the IF and NPC categories (as defined in this Accreditation Guide for the Parapan American Games) must agree to the terms of the IPC Conditions of Participation Agreement to be eligible to participate in the Parapan Am Games. Failure to fully complete and sign the IPC Conditions of Participation Agreement will result in that person not being eligible to participate in the Parapan Am Games.

If a person is considered a minor according to that person's national laws at the time of the accreditation submission deadline, parental or legal guardian consent will be required.

If a person lacks legal capacity according to that person's national laws by the time of the accreditation submission deadline, legal guardian consent will be required.

EP and ENR Undertaking forms

In consideration of a PIAC being granted by the APC upon the occasion of the Parapan American 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 Undertakings will prohibit the person from covering the Parapan American Games.



5 Accreditation facilities

Types of accreditation facilities

There are three types of accreditation facilities that can exist at the Parapan Am Games:

- Validation Counters
- Accreditation Centres
- Venue Accreditation Offices (VAO)

Purpose

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

First impression of the Regional Games

For most participants, experiences in the accreditation facility at which their card is issued or validated will shape an accreditee's entire perception of the Parapan Am 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 Lima 2019. All accreditation facilities must be accessible for persons with an impairment.

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 (except for athletes and team officials for Lima 2019 who are advised to validate their PVCs at the Athletes' Village) at Validation Counters instead of at Accreditation Centres.

This will assist Lima 2019 in minimising traffic flows at the Accreditation Centres and provide an efficient service to its key stakeholder groups.



Location

The Validation Counters must be located at the main airport for the Parapan Am Games.

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 an impairment.

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 Lima 2019. They offer the following services to its major stakeholder groups:

- Registration and data entry of applications for accreditation
- Production and distribution of PVCs
- PVC validation
- Real time image capture
- Real time PIAC production
- Problem resolution
- “Re-badging”
- Granting access zone modifications with agreement of IPC, HB or Lima 2019 “zone owner”
- Replacing lost accreditation cards (except in the case of adverse security reports)
- Nullifying accreditation cards upon APC/IPC instructions



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 stakeholder groups:

<i>Key stakeholder groups</i>	<i>Location</i>
APC Family	Within Games Family Hotel
Broadcaster, written press and photographers and other Media	Near IBC and MPC
NPCs (athletes and team officials)	Near or on perimeter of the Athletes' Village
Games Workforce	Within Uniform Distribution and Accreditation Centre (UAC)
Games Officials	Within Uniform Distribution and Accreditation Centre (UAC) or Athletes' Village Accreditation Centre

Staff and opening times

Lima 2019 will ensure that each Accreditation Centre is adequately staffed to meet the predicted traffic flows of its key stakeholder groups. It is preferable that these staff members speak English and Spanish. 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 Parapan Am Games 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.

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.

Lima 2019 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 implementation of the rules of accreditation that restrict access to venues to appropriately accredited persons.

It is designed to regulate the movement of accredited persons into and within venues. By doing so, Lima 2019 can operate the venues safely and efficiently.

Access control is governed by a system of codes contained on the PIAC and/or additional access passes and devices.

6.1 Accreditation Card Operating System (ACOS)

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

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



ACOS summary

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

<i>Access code</i>	<i>Accessible areas</i>
BLUE	Field of Play (FOP), operational areas (Back of House, BOH), general circulation areas (Front of House, FOH)
RED	Operational areas (BOH), general circulation areas (FOH)
WHITE	General circulation areas (FOH)
2	Athlete preparation areas
4	Press areas
5	Broadcast areas
6	Games Family areas
R	Residential Zone of the Athletes' Village

Points of control

Access to controlled Parapan Am 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.



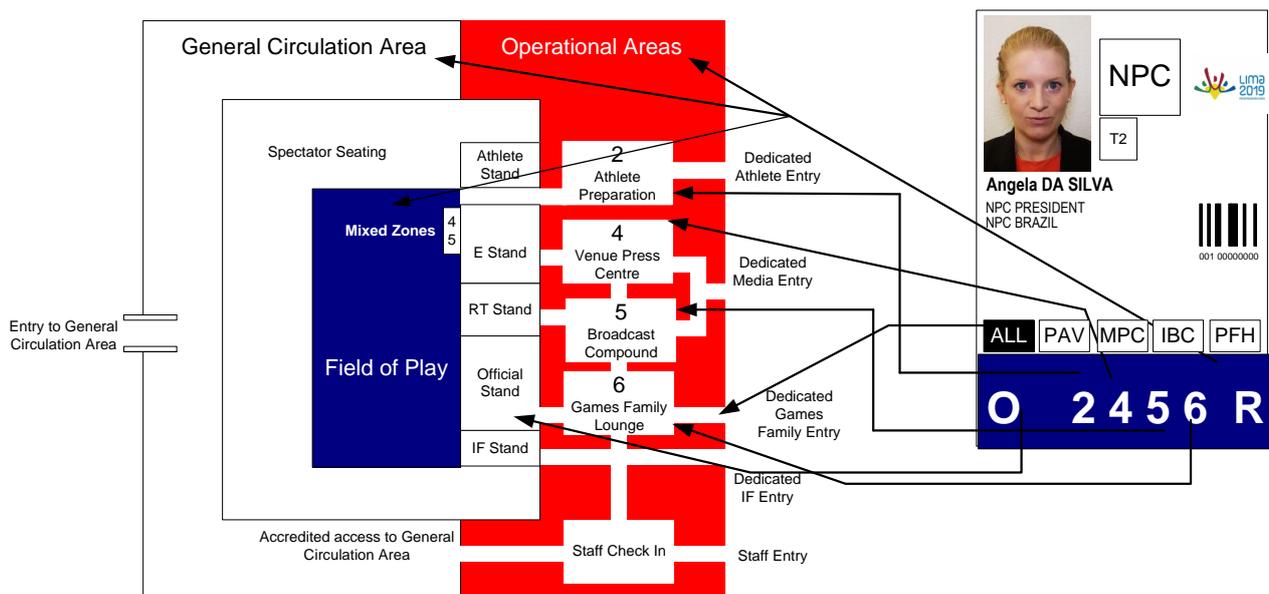
Access within the venue

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 Games 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 (FOP)

- FOP / Competition areas
- Start/finish areas
- Mixed zone (athletes area)
- Timing & Scoring (if on FOP)

Zone 2 – Athletes preparation areas

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

Zone RED – Administrative and operations areas

- Competition management
- IF offices/IF Delegates' office
- Jury rooms
- Judge tower
- Draw rooms
- Results room
- Timing & Scoring (if not on FOP)
- Venue technical rooms
- Security command room
- Sport presentation
- Venue operations



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 rooms/areas with high security requirements. It also helped various functional area representatives to have an easier access to Venue Management.

Zone 4 – Press areas

- Venue Press Centre
- Press conference 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 – Games Family Hospitality areas

- Games Family Lounge
- Official Stand

Zone WHITE – Accredited persons circulation areas

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



7 NPC team officials

This chapter defines the number of NPC team officials that may accompany the athletes competing at the Parapan Am 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 Athletes' Village and for the technical and medical support of the athletes registered for participation in the Parapan Am Games.

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

Delegation leadership ("Ac" and "Am")

The managerial responsibility of each NPC's sport delegation is usually entrusted to the following senior officials, generated outside of the quota:

<i>Title</i>	<i>Role</i>
Chef de Mission	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 APC/IPC, the IFs and Lima 2019, in addition to any other functions assigned to them by their NPC.
Deputy Chef(s) de Mission	Larger teams can appoint Deputy Chefs de Mission to assist the Chef de Mission with their responsibilities, based on the quota outlined in the team size formula.
Parapan Am Attaché	Each NPC delegation can appoint one (1) Parapan Am Attaché, to act as a liaison between Lima 2019 and the NPC throughout the period leading up to the Games. Their duties vary, but generally are to serve as an intermediary between Lima 2019 and their NPC, in order to assist in solving practical



	problems for the NPC delegates and dignitaries.
Chief Team Physician	<p>Each delegation can appoint one (1) Chief Team Physician who is responsible for all NPC medical related issues and liaising with the OCOG, the IPC. 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.</p> <p>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.</p>

Administrative personnel

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

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

- Coaches
- Trainers
- Managers



Medical personnel

Some delegations offer centralised medical services with:

- Doctors
- Physiotherapists
- Medical personnel

Press Attachés

The APC/IPC recommends that each NPC delegation appoints Press Attaché(s), to ensure liaison between Lima 2019, the media, the APC/IPC and the NPC throughout the period leading up to the Games and during the Games.

Press Attaché(s) will be counted as part of the NPC delegation within the quota as an NPC team official. However, they will be granted access to the IBC/MPC.

Additional NPC team officials for Regional Games (ATOs)

NPCs may be entitled to accredit an established number of additional NPC team officials for a set fee levied by Lima 2019 (including knife and fork and accommodation) and approved by the IPC.

The quota for ATOs is determined by your athlete to official ratio and the number of eligible sport class athletes in your delegation determined by the Team Size Formula.

Note: Additional team officials are considered in addition to the team official quota and are excluded when calculating certain NPC entitlements as specified by the IPC, including dedicated vehicles and NPC assistants.



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

Remarks

A quota of Opening and Closing Ceremonies marching passes will be allocated to each NPC delegation. This quota will be determined by the APC/IPC. Only athletes and NPC team officials (Aa, Ab, Ac, Am and Ao) are entitled to march.

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



7.2 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 above the NPC team officials’ quota.

The following applies for the eligible sports (unless IF Rules and Regulations are different by the time of accreditation deadlines):

- 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 one (1) of the following events: T11, T12 – 5000m.
- Boccia sport assistant – A maximum of one (1) Boccia sport assistant 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
- Football 5-a-side goalkeepers – A maximum of two (2) goalkeepers for each team



7.3 NPC Team Size Formula (TSF) for Regional 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 30 athletes
- A second Deputy Chef de Mission for delegations comprising more than 60 athletes
- A third Deputy Chef de Mission for delegations comprising more than 120 athletes
- One (1) Chief Team Physician who must be registered with the Medical Authority of the host country and hold a university medical degree (documentation may be 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 two (2) athletes that have been classified in one of the eligible sport classes (rounded up)

<i>Sport</i>	<i>Eligible Classes</i>
Para athletics	T/F11; T/F20; T/F32-33; T51-52; F51-53
Boccia	BC1-4
Para cycling	TB-B1; H1
Football 5-a-side	B1
Goalball	B1
Judo	B1
Shooting Para sport	SH2B; SH2C
Para swimming	S/SB1-3; S/SB11; S/SB14



Para table tennis	TT1, TT2, TT11
Wheelchair rugby	0.5-3.5
Wheelchair tennis	Quad class

NPC team officials (Ac, Am and Ao) 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, medical documentation is required.

Additional Team Officials (ATOs)

Additional team officials (ATOs) Delegations whose NPC team officials' quota does not reach the prescribed NPC team official to-athlete ratio percentage of 60% for the Parapan Am Games may claim accreditation in the additional team official category.

Example:

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

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

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



7.4 Access entitlements for NPC team officials

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%	All sport venues at which the NPC competes Athletes' Village	Blue, 2 R
25%	Up to three (3) sport venues at which the NPC competes Athletes' Village	Blue, 2 R
65%	One (1) sport venue at which the NPC competes Athletes' Village	Blue, 2 R



7.5 Transferable NPC team official accreditations

For the Parapan American Games NPCs will be allowed to have transferable accreditations across the “Ao” 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 Games within the NPC’s “Ao” categories.

All Additional Team Official “Ao” accreditations are transferable 100% for one (1) time only.

NPCs must have the PIAC of the first user cancelled by the Lima 2019 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 Lima 2019 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” category accreditations will be considered by Lima 2019 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.



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 Parapan Am 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:

<i>Venue access</i>	<i>Access entitlements</i>
ALL	All competition and training venues
PAV	Parapan Am Athletes' Village(s) - Village Plaza only
IBC	International Broadcasting Centre
MPC	Main Press Centre
GFH	Games Family Hotel

“According to need” – Allocation of venue access is granted by the APC/IPC or HB (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>Zone</i>	<i>Access entitlements</i>
BLUE	Field of Play (FOP), operational areas (BOH), general circulation areas (FOH)
RED	Operational areas (BOH), general circulation areas (FOH)
WHITE	General circulation areas (FOH)
2	Athlete preparation areas
4	Press areas
5	Broadcast areas
6	Games Family areas
R	Residential Zone of the Parapan Am Athletes' Village(s)

“According to need” – Allocation of zone access is granted by the IPC, HB or Lima 2019 “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>Population</i>	<i>Seating entitlement (stand)</i>	<i>Seating code</i>
Games Family	Official	O
IFs	Federation	F
Athletes, Team Officials	Athlete	A
Press	E-Stand	E
Broadcasters	RT Stand	RT

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.



Transport

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

<i>Transportation code</i>	<i>Description</i>	<i>Transportation privileges</i>
T1	Allocated vehicle and driver	<ul style="list-style-type: none"> ▪ Allocated vehicle and driver ▪ Games stakeholder transport system ▪ Free public transport system
T2	Allocated vehicle and driver	<ul style="list-style-type: none"> ▪ Allocated vehicle & driver shared between two persons ▪ Games stakeholder transport system ▪ Free public transport system
T-2 dedicated car pool	Allocated vehicle and driver	<ul style="list-style-type: none"> ▪ Allocated vehicle & driver shared between a designated group of persons ▪ Games stakeholder transport system ▪ Free public transport system
T3	Games stakeholder transport system	<ul style="list-style-type: none"> ▪ Games stakeholder transport system ▪ Free public transport system
TA	Athletes/NPCs transport system	<ul style="list-style-type: none"> ▪ Athletes/NPC transport system ▪ Free public transport system
TF	Games Officials/IF transport system	<ul style="list-style-type: none"> ▪ Games Officials/IF transport system ▪ Free public transport systems
TM	Media transport system	<ul style="list-style-type: none"> ▪ Media transport system ▪ Free public transport systems
TP	Public transport system	<ul style="list-style-type: none"> ▪ Free public transport systems

8.2 Americas Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
APC	APC President	ALL	2, 4, 5, 6, R		Official Stand	Seat in Official Stand (with complimentary ticket)	T-1
	APC Vice President	PAV	BLUE				
	APC Executive Board Member	IBC/MPC/GFH					
	APC Director						
APC**	Accompanying Guest	ALL PAV IBC/MPC/GFH	4, 5, 6, R RED	1 each + accompanying children under 18 years	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
APC	IPC President	ALL PAV IBC/MPC/GFH	2, 4, 5, 6, R BLUE		Official Stand	Seat in Official Stand (with complimentary ticket)	T-1
	IPC Vice President						
	IPC Governing Board Member						
	IPC Chief Executive Officer						
	IPC Lifetime Member						
	IPC Director						
	PASO President						
IOC President							
IOC Honorary President							
APC**	Accompanying Guest	ALL PAV GFH	4, 5, 6, R RED	1 each + accompanying children under 18 years	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
APC	Other Regional Organisation	ALL	6, R		Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
	President	PAV	WHITE				
	Secretary General	GFH					
APC**	Accompanying Guest	ALL PAV GFH	6, R WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3

8.2 Americas Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
B	Other Regional Organisation Guest	ALL GFH	6 WHITE	Max. 12 per Region	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
APC	IOSD President ² Secretary General ²	ALL PAV GFH	6, R WHITE		Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
APC**	Accompanying Guest ²	ALL PAV GFH	6, R WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
B	IOSD Guest ²	ALL GFH	6 WHITE	Max. 12 per IOSD	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
APC	PASO Executive Committee Member	ALL GFH	6 WHITE		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3(+)

² 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.

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

8.2 Americas Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
APC	IPC Standing Committee	ALL	2, 4, 5, 6, R		Official Stand	Seat in Official Stand (with complimentary ticket)	T-2 dedicated car pool
	Chairperson (Medical, Anti-Doping, Sports Science Committee)	PAV IBC/MPC/GFH	BLUE				
APC**	Accompanying Guest	ALL GFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
APC	IPC Standing Committee Member (Medical, Anti-Doping, Sports Science Committee)	ALL PAV IBC/MPC/GFH	2, 4, 6, R BLUE		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-2 dedicated car pool
APC	IPC Standing Committee Chairperson and Member (other than Medical, Anti-Doping, Sports Science Committee)	ALL GFH	6 WHITE		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
B	IPC Honoured Guest	ALL GFH	6 WHITE		Official Stand	Seat in Official Stand (with complimentary ticket)	T-1
B**	Accompanying Guest	ALL GFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
B	APC Distinguished Guest	ALL	6		Official Stand	Seat in Official Stand (with complimentary ticket)	T-3(+)
B**	IOC Member Accompanying Guest	GFH ALL GFH	WHITE 6 WHITE	1 each	Official Stand	Seat in Official Stand (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 Americas Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
B	APC Guest	ALL GFH	6 WHITE		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
B	Executives of future OCs of Regional Games	ALL GFH	6 WHITE	Proposed by OC approved by IPC	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
APC	APC Staff	ALL GFH PAV (IBC/MPC according to need)	6 WHITE (other zones according to need)		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
APC	APC Official Photographer APC Official TV Crew	ALL GFH PAV IBC/MPC	2, 4, 5, 6, R BLUE		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
B	APC Advisor APC Consultant	ALL GFH (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	Researcher	According to need	According to need	Quota agreed by IPC	Ticket to be purchased	Ticket to be purchased	T-P (+++)
B	APC Volunteer	ALL GFH (according to need)	6 WHITE (according to need)		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3

8.2 Americas Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
B	Driver	VSA	According to need		Ticket to be purchased	Ticket to be purchased	T-P
U	APC Upgrade Card	According to need	According to need		According to need	Ticket to be purchased	According to need
B (WADA)	World Anti-Doping Agency Executive	ALL PAV GFH	6, R WHITE	Quota agreed by IPC	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3 (+)
B (WADA)	World Anti-doping Agency Independent Observers	ALL PAV GFH	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 (WADA)	Staff	ALL PAV GFH	6 WHITE	Quota agreed by IPC	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
B (WADA)	Athlete Outreach Programme Member	ALL PAV GFH	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

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

8.3 International Federation categories

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

8.3 International Federation categories

Category	Population	Venue access	Zone access	Quota	Seating access	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 GFH	6 WHITE	Quota agreed by IPC	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
IF**	Accompanying Guest	Own sport venues GFH	6 WHITE	1 each	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
IF	Transferable Guest Card (for IFs on the Games Programme)	ALL	6 WHITE	12 per IF Transferable two times	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
IF	IF Delegate ⁴	ALL GFH	2, 4, 5, 6 BLUE		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-2
IF**	Accompanying Guest	ALL GFH	6 WHITE	1 each	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
IF	Chief Classifier ⁴	Own sport venues GFH	2 BLUE		Federation Stand at own sport venues	Seat in Federation Stand (with complimentary ticket)	T-F

⁴ If accommodated in the Athletes' Village, then the following additional access rights will be granted: PAV and R

8.3 International Federation categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
J	IF Technical Officials ⁴ , Judges ⁴ , Jury Members ⁴ , Classifiers ⁴	Own sport venues	2 BLUE	Quota agreed by APC	Federation Stand at own sport venues	Seat in Federation Stand (with complimentary ticket)	T-F
IF	IF full time Senior Staff	Own sport venues GFH	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 PAV	2, R BLUE	1 per IF ⁵	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
U	IF Upgrade Card (for IFs on the Games Programme)	ALL	6 WHITE	10 per IF	Official Stand	No seating provided	

⁴ If accommodated in the Athletes' Village, then the following additional access rights will be granted: PAV and R

⁵ Only if required by competition rules and regulations – approved by the IPC

8.4 National Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
NPC	President & Secretary General of NPCs with participating athletes (approved by APC/IPC)	ALL PAV IBC/MPC/GFH	2, 4, 5, 6, R BLUE		Official Stand	Seat in Official Stand (with complimentary ticket)	T-2
NPC**	Accompanying Guest	ALL PAV IBC/MPC/GFH	4, 6, R RED	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
NPC	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 GFH	6 WHITE	Max. 3 per NPC	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3 (+)
NPC**	Accompanying Guest	ALL GFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
NPC	Entourage of Sovereign or Head of State and Head of Government Head of Diplomatic Mission ⁶	ALL GFH	6 WHITE	Max. 2 each	Official Stand	No seating provided (ticket to be purchased)	T-P (+++)

⁶ 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 APC/IPC on an individual basis if an upgrade to T-1 is appropriate

(+++) It will be assessed by the APC/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	Ceremonies	Transport
NPC	NPC Transferable Guest (for NPCs with participating athletes)	ALL GFH	6 WHITE	1 per NPC for every 5 athletes (rounded-up, transferable twice)	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-P
U	Upgrade Cards (for NPCs with participating athletes)	ALL	6 WHITE	1 per NPC for every 30 athletes (Rounded-up)	Official Stand	No seating provided (ticket to be purchased)	
NPC	Driver	VSA	WHITE	1 per dedicated and rate card vehicle	Ticket to be purchased	Ticket to be purchased	T-P
Aa	Parapan Am Athlete	Own sport venues PAV 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
Ab	Athlete Competition Partner	Own sport venues PAV	2, R BLUE		Athletes' Stand at own sport venues. Seat in separate spectating Athletes' Stand at other venues	According to Ceremonies programme	T-A
Ac	NPC Chef de Mission	ALL PAV IBC/MPC/GFH	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

8.4 National Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
Ac	Deputy Chef de Mission	ALL PAV IBC/MPC/GFH	2, 4, 5, 6, R BLUE		Official Stand or in Athletes' Stand at all sports venues	According to Ceremonies programme	T-3
Ac	Parapan Am Attaché	ALL PAV IBC/MPC/GFH	2, 4, 6, R BLUE	1 per NPC	Official Stand or in Athletes' Stand at all sport venues	According to Ceremonies programme	T-3
Am	Chief Team Physician	ALL PAV	2, 4, R BLUE	1 per NPC (approved by the IPC)	Athletes' Stand at all sport venues	According to Ceremonies programme	T-3
Ao	Medical personnel Coach Technical personnel Administrative personnel	Own sport venues or all venues where own athletes participate PAV	2, R BLUE	Only 50 % of accreditations 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

8.4 National Paralympic Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
Ao	Additional team officials	Own sport venues or all venues where own athletes participate PAV	2, R BLUE	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
Ao	Press Attaché	Own sport venues or all venues where own athletes participate PAV IBC/MPC	2, 4, 5, R BLUE	Only 50 % of accreditations transferable for 1 time	Athletes' Stand at own sport venues. Seat in separate spectating Athletes' Stand at other venues	According to Ceremonies programme	T-A

8.5 Host Organising Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
OC	OC President OC Director General or CEO (of host OC)	ALL PAV IBC/MPC/GFH	2, 4, 5, 6, R BLUE		Official Stand	Seat in Official Stand (with complimentary ticket)	T-1
OC**	Accompanying Guest	ALL PAV IBC/MPC/GFH	4, 5, 6, R RED	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
OC	Mayor of the host city	ALL PAV IBC/MPC/GFH	6 WHITE		Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
OC**	Accompanying Guest	ALL PAV IBC/MPC/GFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
OC	National Head of State & Government	ALL IBC/MPC/GFH	6 WHITE		Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
OC**	Accompanying Guest	ALL IBC/MPC/GFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
OC	OC Distinguished Guest (proposed by OC, quota agreed by IPC)	ALL GFH	6 WHITE		Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-P
OC	OC Guest	ALL	6 WHITE		Ticket to be purchased	Ticket to be purchased	T-P

8.5 Host Organising Committee categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
OC	OC Staff, Volunteer, Contractor (agreed by the IPC)	According to need	According to need		Ticket to be purchased	Ticket to be purchased	T-P
S	Security (in consultation with the IPC)	According to need	According to need		According to need	Ticket to be purchased	T-P
OC	National Parapan Am Games Partners Senior Executive	ALL PAV IBC/MPC/GFH	4, 6 RED	Limited by contract	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
OC**	Accompanying Guest	ALL PAV IBC/MPC/GFH	4, 6 RED	1 each	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
OC	National Parapan Am Games Partners Project Leader	ALL PAV IBC/MPC	4, 6 RED	Max. 2	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
OC	WKF operating under direction of partners (may be included under OC WKF)	According to need	According to need		Ticket to be purchased	Ticket to be purchased	T-P

8.6 Organising Committee of Future Games categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
OCF	President & Director General or CEO of future OC	ALL PAV IBC/MPC/GFH	2, 4, 6 RED		Official Stand	Seat in Official Stand (with complimentary ticket)	T-1
OCF**	Accompanying Guest	ALL PAV IBC/MPC/GFH	6 RED	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
OCF	President & Director General or CEO of last preceding OC	ALL PAV IBC/MPC/GFH	2, 4, 6 RED		Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
OCF**	Accompanying Guest	ALL PAV IBC/MPC/GFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
OCF	Mayor of next Parapan Am Games Host City	ALL PAV IBC/MPC/GFH	6 WHITE		Official Stand	Seat in Official Stand (with complimentary ticket)	T-1
OCF**	Accompanying Guest	ALL PAV IBC/MPC/GFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3

8.6 Organising Committee of Future Games categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
OCF	Executive Member of future Parapan American Games OC (proposed by OC, agreed by IPC)	ALL PAV IBC/MPC/GFH	4, 6 RED	Quota agreed by IPC	Official Stand	Seat in Stand of Honour (with complimentary ticket)	T-3
O	Observers from other OCs (proposed by OC, agreed by IPC)	GFH (according to need)	According to need		Ticket to be purchased	Ticket to be purchased	T-P (+++)
O	Observers from organisers of Paralympic Games, World Championships and other major Games Organisations	GFH According to need	According to need	Quota agreed by IPC	Ticket to be purchased	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 Broadcaster categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
RT	Senior Executive of Rights Holders (Limited by contract)	ALL IBC/MPC/GFH	4, 5, 6 RED	Contractual	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
RT**	Accompanying Guest	ALL IBC/MPC/GFH	6 WHITE	1 each	Official Stand	Seat in Official Stand (with complimentary ticket)	T-3
RTa	Executive Personnel of Rights Holders	ALL IBC/MPC/GFH	4, 5, 6 RED		Seating in RT Stand by prior arrangement	Seat in RT Stand (with complimentary ticket) (limited numbers)	T-3
RTb	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
HBa	Senior Personnel of Host Broadcaster	ALL IBC/MPC/GFH	4, 5, 6 BLUE		Ticket to be purchased	Ticket to be purchased	T-M
HBb	Production and Technical Personnel of Host Broadcaster	IBC/MPC (other venues according to need)	4, 5 RED (2, BLUE according to need)		Ticket to be purchased	Ticket to be purchased	T-M

8.8 Press and Photographers categories

Category	Population	Venue access	Zone access	Quota	Seating access	Ceremonies	Transport
E	Journalist	ALL MPC	4 WHITE		Seating in E Stand	Seat in E Stand (with complimentary ticket) (limited numbers)	T-M
EP	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
ET	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
ENR	Electronic press personnel of non- rights-holding media	All venues without equipment MPC	4 WHITE		Seating in E Stand without equipment	Ticket to be purchased	T-M