

To: UANA TSC Members
From : Bill Hogan
UANA TSC Chair
Date: January 7, 2015

Happy New year to you all. Plans are moving forward at a quick pace leading up to the Pan American Games July 14-18 in Toronto (CAN). In December I had 3-days of meetings in Toronto with a number of groups and committees responsible for various aspects of the Games production, including the Host Organizing Committee, the MSL/ATOS Timing, Scoring, & Results people, the CBC Host Broadcasting Company, the Accreditation Committee, the Transportation committee, the Medical people, the Sport Services group, as well as the Award Presentation committee, etc.

While there, I was able to schedule some time to visit the new spectacular venue where the swimming events will take place. There was a Junior International Swimming competition on that weekend, so I attended the first competition held in this new facility. While attending 2 nights of finals, I had the opportunity to meet with the Facilities people around the pool to discuss the various rooms assigned to the media, the coaches, the call rooms, the technical officials, the mix zone, etc., and we walked the routes taken by athletes both before and after their swims to help with our timelines once I work them out with host broadcasting. This facility is one that can rank with the best in the Americas, very large, seating for thousands of spectators, with plenty of deck space for technical officials, TV cameras, athletes, and coaches. I'm sure you will all feel impressed with this new complex.

My report on these meetings is attached. Next week we will be sending out a UANA Memorandum to all federations with a call for technical officials for the Games. The Application Forms to apply to work at the Games will also be available within the next week of so.

If you have any questions now or in the future , don't hesitate to contact me.
Best Regards,
Bill

Summary of Technical Delegate Meeting with TO2015 Organizing Committee (Bill Hogan - TD)

Preamble: On Saturday, Sunday, and Monday (December 6-8), as the PAG 2015 Swimming Technical Delegate I met with members of the TO2015 Organizing Committee at the TO2015 Offices in Toronto to review the progress made to date in preparations for the Games. The format of the multiple meetings involved sessions throughout the 3 days with a variety of PAG Organizing Committee representatives as well as a number of TO2015 contracted companies to discuss and review progress made going into the last 6-month stretch leading up to PAG 2015.

Below is a brief summary of each session I had with those responsible for the the areas indicated.

1. Host Broadcast CBC & Field of Play Review

- Discussions with Don Peppin (Exec Producer) and his team of 4 who will be doing the TV broadcast for aquatics. We also met on-deck to review and revise positioning of cameras, deck location of technical officials, entrances and introduction of athletes, routes of athletes prior to their event and post-event. Broadcast indicated that they will use the same camera setup as was used in London 2012 with a track camera at the side of the pool, a single head camera at the start end opposite the scoreboard, plus a number of mobile cameras. They will be available for the swimming test event in April in order to confirm the assumptions on positioning of cameras at the Games. There will be a broadcast rehearsal with technical officials on-deck the day prior to the start of the swimming schedule of events.

2. Field of Play Review with Facility Overlay drawings

- During this meeting, we reviewed post-race sequencing for athletes regarding the “mix” zone, the athlete interviews, anti-doping, medal ceremonies, etc. We discussed and confirmed the route for getting the athletes from the field of play to the medal ceremonies at the far side of the pool under the scoreboard in a timely fashion. There will be a test timed run, prior to the start of the competition, of the post-event sequences to get athletes out of the field of play, through the “mix” zone, and on to the medal ceremony location, podium positioning, and press operations.

3. Timing, Scoring, and Results Personnel – MSL/Atos

- We met with and discussed the MSL/Atos Timing, Scoring, and Results (TSR) system, and the functioning of the video-backup system. The swimming Venue Results Manager will be responsible for the link required at Games time between the UANA federations and MSL/Atos. This procedure will be tested in January. The video backup system was talked about and we were assured that it will be reviewed again on July 13, when we do the broadcast rehearsal. We also reviewed the Control Room Supervisor's role and their location in the electronics booth.

4. Sport Publications

- Discussions took place and plans made for Team Guides to be distributed directly to the teams themselves. Sport specific forms that will be needed on the pool deck will be drawn up and completed by the TD by the end of January, as well as the “Games Record” forms and “World Record” forms. Language requirements for sport specific forms will be met (English, French, and Spanish). The Technical Delegate will send all existing sport specific material to TO2015 for publication on March 1, 2015.

5. Sport Services - Entries

- At this meeting, we discussed and confirmed the process for the Identification of International Technical Officials (ITO's), their flights, honorariums, per diems, their meals, and Games Family services. Application Forms for ITO's will be sent out by me as UANA TSC Chair in early January. The "Entry by Numbers" procedure for athletes was also finalized with a deadline by the end of March, so that background checks can be done for accreditation purposes, not entry purposes. The "Entry by Name" process will be completed in May. It will be between May 1-30 that all the 276 entries are done through the online meet entry system (OME). All communication of deadlines is through UANA. The importation of the athlete database entry information will go to the company *Gold Medal Systems*, who in turn will forward the athlete data to MSL/Atos who are the Games information provider. We also discussed and finalized the Athlete Entry Codes which as TD, I will be confirm with Mike Unger, the OME online meet entry system point person in our January conference call.

6. Technical Officials (ITO's)

- At this meeting I was informed that TO2015 will now be contracting an announcer, thus reducing the number of officials required by 1. (Announcers are normally listed under the category of "Officials") We discussed and confirmed the arrival date of ITO's, (July 12), the departure date (July 20), the meals provided and the location where the meals will be available, the times of arrival for the technical officials at venue, and their time of departures after each session.

7. Observation of Test Event at the venue

- On both Saturday and Sunday nights, we went to the swimming venue at the Pan Am Games Aquatic Center in Scarborough to observe a Junior International Swimming competition taking place there. It gave us the opportunity to see and troubleshoot any issues that might arise during a competition, since this was the first large swimming event held at this venue. The aquatics venue itself is spectacular with an abundance of deck space for the Swimming, Diving, and Synchro events, a very bright and welcoming environment, with plenty of spectator seating availability, excellent scoreboard viewing, and a warmup pool having easy access adjacent to the competition pool.
- While at the competition pool, we also met with the CBC television broadcast people again, reviewed TV camera placements with them in relation to the positions of the technical officials that will be on deck, the routes that the athletes need to take relative to camera positions, etc. We also met with the Award Ceremony committee personnel, as well as the Electronics Operators, discussing positioning with them and briefing them and taking their questions. We also inspected the location of the meeting rooms, the "last call/ready" rooms for athletes, the meeting rooms and lounges available for Officials for their meals, the location of athletes and coaches on the pool deck during competition, and the areas allocated for VIP seating during competitions of the 3 aquatic disciplines. This venue visit was most helpful to me in planning and making our preparations for the April swimming test event which serves as the Trials Selection competition for both the Pan American Games and for the Kazan FINA World Championships scheduled for July.

8. Homologation with MSL/Atos - TIMING

- We reviewed and discussed the on-deck “Timing, Scoring, and Results” process that will be required during the Games competition. We finalized the event timelines, the process for Relay Team Entries, and our need for instant availability of results on computers, tablets, and phones for coaches and spectators alike. We agreed that the Technical Delegate will distribute the entry data checklist for coaches to confirm at the Team Leaders Meeting, the day before the competition starts. Standard event numbers for the competition schedule will be created by me as TD to be submitted to TO2015. Also discussed was the process to be put in place for the availability and reliability of immediate standard printing of all documents, such as the competition start lists, the event results, and the printing of names of medalists to be provided to the Awards Ceremony podium organizers. The award ceremony protocols were confirmed and timed-out on the deck, with the understanding that all award medalist names would require the sign-off by the Technical Delegate during the competition.

9. Accreditation

- At this meeting, information was finalized on the Accreditation process. The accreditation committee advised us that online registration will open in January 2015. UANA is solely in charge of this process, and Giovana Moreira is the only person who has access to the system for ITO registration for Accreditation. In representing UANA in this responsibility, Giovanna has already been provided with a manual for all necessary details for accreditation. All technical officials will go through her for the online registration numbers. There will be a Pre-Validated Card (PVC) issued which will also act as a visa. The dates were confirmed for the online accreditation system opening (January 9), and the closing date for receiving Accreditation Applications is April 17. During the months of April/May 2015 the process of verification of all submitted information will take place. The Pre-Validated Cards (PVC) will be distributed by May 30.

10. Sport Equipment

- We discussed requirements for sport specific equipment needed for swimming (backstroke flags, pace clocks, lap counters, Starter's podium, etc).

11. Medical

- The TO2015 team assigned to Medical met and discussed with us the locations for medical space at the venue, including the athlete medical clinic location, massage tables on deck at the warmup pool, lactate testing locations, medical positions on-deck, etc.

12. Catering, Cleaning, & Waste

- Most of the discussions with this committee centered around service to athletes, coaches, and technical officials. They informed us of the 24-hour availability of services for athletes. Hot breakfasts start at the Athlete Village at 5:30 each morning. The schedule for feeding ITO's was also discussed and finalized as well, with breakfasts being provided at the hotel, and provision for lunches and dinner made available for Officials at the competition venue.

13. Transportation

- Transportation committee personnel recognized the need to account for 276 swimmers plus coaches with buses to and from the aquatics venue on a regular and frequent schedule. Based on our swimming schedule, they agreed for athlete buses will leave every 15 minutes from the Athlete Village to the venue, then depart from venue back to the Village at 15 minute intervals. That schedule would apply to competition days. On training days before the competition, we were informed that the buses would go to and from the venues every hour for athletes and coaches.
- For the ITO's, the schedule agreed upon was that the bus would depart from the hotel early enough each morning to get the Technical Officials to the swimming pool by 8:00. They would depart 1 hour after each morning session, thus giving Officials time to have their debriefing meeting and lunch prior to their return to the hotel. For evening Finals, the bus would arrive at the pool by 17:00 and depart 15 minutes post competition. We agreed that lunch would be served to ITO's at the venue after morning preliminaries, and dinner would be available at the venue prior to evening finals.

14. Sport Presentation

- We met with the Sport Presentation committee where timelines were discussed with them, Broadcasting, and the TO2015 contracted group named *Great Big Events*. Timelines will be based on a “zero time” formula. (“zero time” refers to the start of each race). We also mentioned to those responsible for Sport Presentation our concern that there is no “time of day” clock in the aquatics venue, so they agreed to see if they can create a video board setup that includes a clock (for the time of day). We feel that this is important for coaches, athletes, and spectators of all three aquatic disciplines using the venue, (Swimming, Diving, and Synchro), especially since it would show the countdown from the beginning of warmups to the start of each session, as well as allow everyone present to calculate the published start time for each event with the “time of day” clock. They also committed to have a test of the video board systems at PAC on January 12, 2015. The swimming “run-in” (daily and session timelines) will be created and signed-off by me as Technical Delegate and sent on to TO2015 in early January.

15. Modern Pentathlon

- Following consultation and approval from UANA in my role as UANA TSC Chair and PAG Swimming Technical Delegate, I confirmed with Modern Pentathlon and TO2015 to have our ITO's act as technical officials on 2 days for the Modern Pentathlon swimming events that take place on the last day of the swimming schedule (July 18) and one day after swimming events have finished (July 19). The deck will be set up for the Pentathlon swimming event on day 1 the same as it will be for the swimming events that morning. But we will need about an hour gap between the end of swimming to the beginning of the Pentathlon events to allow for MSL/Atos to transition between the Swimming and Modern Pentathlon scoring systems. Updated rules for Pentathlon swimming events were provided to me for my instructions to the ITO's at our technical briefings of Officials on the days of these events.

- Bill Hogan
PAG 2015 Technical Delegate
UANA TSC Chair