XVI PAN AMERICAN GAMES

TECHNICAL MANUAL

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guadalajara 2011

Technical Manual
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Organizing Committee XVI Pan American Games
Guadalajara 2011

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Guadalajara, Mexico
April 2011

Technical Manual

XVI PAN AMERICAN GAMES

Patron of the Games

President of the
United States of Mexico
Felipe Calderon Hinojosa

Host of the Games

Jalisco State Governor
Emilio Gonzalez Marquez

Host of the Games

Guadalajara Mayor
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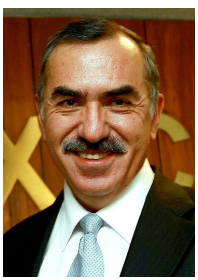

Host of the Games

President of the Mexican Olympic Committe
Felipe Muñoz Kapamas

Dear participants,

The mission of the XVI Pan American Games Organizing Committee is to celebrate an event with the best technical and organizational conditions so that athletes, technical delegates, leaders, the media and other guests may perform their respective duties without any obstacles.

This Technical Manual aims to establish the necessary guidelines for the solid development of your sport discipline competition during the celebration of the most important sporting event of the American Continent. The Manual also incorporates certain parameters defined by the International Federations and the Pan American Confederations.

This document will provide the information required by the National Olympic Committees, Federations and athletes in order to properly plan and participate in the XVI Pan American Games Guadalajara 2011, "America's Fiesta."

Our city is looking forward to welcoming the athletes from the Americas as well as every participant who will help make this sports celebration an unforgettable experience for our city and for the subsites where these Pan American Games will surely leave a legacy.

Sincerely,

Carlos Andrade Garín
General Director
XVI Pan American Games Guadalajara 2011
Organizing Committee

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Mexico

Mexico is situated in the northern hemisphere of the American Continent. It borders the United States of America to the north, Guatemala and Belize to the south, the Gulf of Mexico to the east, and the Pacific Ocean to the west. Its territory has a total area of 1,964,375 km^2 The country is divided into 31 states and 1 Federal District.

Mexico offers a great variety of attractions including a heritage of Pre-Columbian civilizations, great archeological sites that shape the national identity and breathtakingly beautiful beaches. The country brings together the historical remains of cultures dating back thousands of years blended with the excitement of large cities. Mexico is unique thanks to its natural wealth combined with its remarkable historic elements and its internationally renowned infrastructure.

Mexico's diversity can be experienced throughout its 32 states, all of which offer an endless number of destinations where all sorts of leisure activities are there to be enjoyed.

As the birthplace of great painters like Diego Rivera and Frida Kahlo as well as acclaimed writers like Agustin Yañez, Juan Jose Arreola, Octavio Paz and Carlos Fuentes, Mexico was also home to impressive muralists like Jose Clemente Orozco and David Alfaro Siqueiros, all of whom are part of a rich culture characterized by the expressions of all Mexicans.

Guadalajara, host city of the upcoming Pan American Games is located in the State of Jalisco, known internationally by its Mexican identity icons like "charrería", "mariachi" music and Tequila.

Jalisco offers endless possibilities: Cultural, natural, touristic and gastronomic; all of which will give the America's Fiesta a color that is distinctly Mexican.

The City of Guadalajara

Guadalajara is the capital of the State of Jalisco. The city is located in the central region of the state and has a population of 1,600,940 people, making it the second largest city in Mexico.

The Guadalajara Metropolitan area also includes the municipalities of Zapopan, Tlaquepaque, Tonala, Tlajomulco de Zuñiga and El Salto. Added together, the population for the metropolitan area totals 3,967,252 inhabitants according to the 2005 census.

Guadalajara is at an altitude of 1,567 meters above sea level and is one of the main cultural, economic, historic, industrial and religious centers in Mexico. All of this gives the city significant influence over the rest of the country.

"Tapatío" is the Spanish word used to refer to Guadalajara's natives. The city is named in honor of the Spanish city of Guadalajara and the word may mean "rocky river", "rocky valley" or "fort valley."

Host of major events
The city was a subsite for the Mexico 1968 Olympic Games and the 1970 and 1986 football World Cups. It has also hosted serveral international events such as the first Ibero-American Summit in 1991 as well as the Latin American and the Caribbean-European Union Summits in 2004. In 2005, the city was named Cultural Capital of the Americas.

In 1987, the Guadalajara "Expo" Convention Center opened its doors and for the upcoming Pan American Games, the center will act as the International Broadcast Center, Technology Operations Center, Main Operations Center and the Main Press Center.

There are more than 25,000 hotel rooms in the City and the metropolitan area is a national leader in the investment and development of commercial centers.

Official currency
The peso is Mexico's offcial currency and is represented by the symbol $.
The bills that are currently in circulation have a denomination of 20, 50, 100,

500 and 1,000 pesos. The coins in circulation are 10, 20 and 50 cents as well as 1, 5, 10 and 20 pesos.

Exchange rates vary on a daily basis so, previously consulting rates with specialized foreign exchange providers is highly recommended in order to find out about the latest exchange rate.

In Guadalajara, currency and traveler's cheques may be exchanged directly at currency exchange businesses, at some banks or at any airport. The most common currency exchange is between the US dollar and the Mexican peso, or between the Euro and the Mexican peso. Exchanging from dollar to peso is the most recommended transaction.

The official banking partner for the XVI Pan American Games Guadalajara 2011 is Scotiabank.

Credit and debit cards
Credit cards are widely used in Guadalajara as they are accepted in almost all business establishments, hotels, restaurants and travel agencies; however, it's a good idea to carry some domestic currency for incidental expenses. The most accepted cards include Visa, Master Card, Diner's Club and American Express.

Voltage
Electric current is at 110 volts at 60 MHz. It's the same voltage that is used in the United States and Canada. If your electronic devices run on 220 volts, you will need an adapter. Please note that the standard plugs are flat-pronged.

Business hours
Like most Mexican cities, office hours usually run from 9AM to 5PM.
As for shopping centers, hours of operation run from 9AM to 8PM and while most open on Sundays, it's best to check before going.

Tipping
Tipping is not compulsory; however, at bars, restaurants, discotheques and night clubs, it is customary to leave a tip between 10 and 15 percent, not counting the value added tax (IVA) included in the bill.

For bellboys and valet parking attendants, a $1 to $2 US dollar tip for their service is customary in Guadalajara.

System of measurement
The system of measures used in Mexico is the Metric-Decimal system. Temperature is expressed in degrees Celsius and volume is expressed in liters.

Hospitality
"Tapatíos" are widely recognized for their warmth and hospitality. You are like to feel at home in Guadalajara.

If you need tourism assistance in Guadalajara, you should be able to go to one of the Board of Tourism information booths that will be located throughout the State of Jalisco during the Pan American Games. These kiosks will be strategically placed in or around the Pan American venues.

Guadalajara 2011
XVI Pan American Games

Mexico will host the Pan American Games for the third time (1955, 1975 y 2011), but this is the first time that the host city is not the capital of the country.

Opening Ceremony:
Friday, October 14, 2011

Competition:
From Friday to Sunday
October 14-30, 2011

Place:
Guadalajara, Jalisco, Mexico

Participants:
Approximately 5,900 athletes

Sports Program:

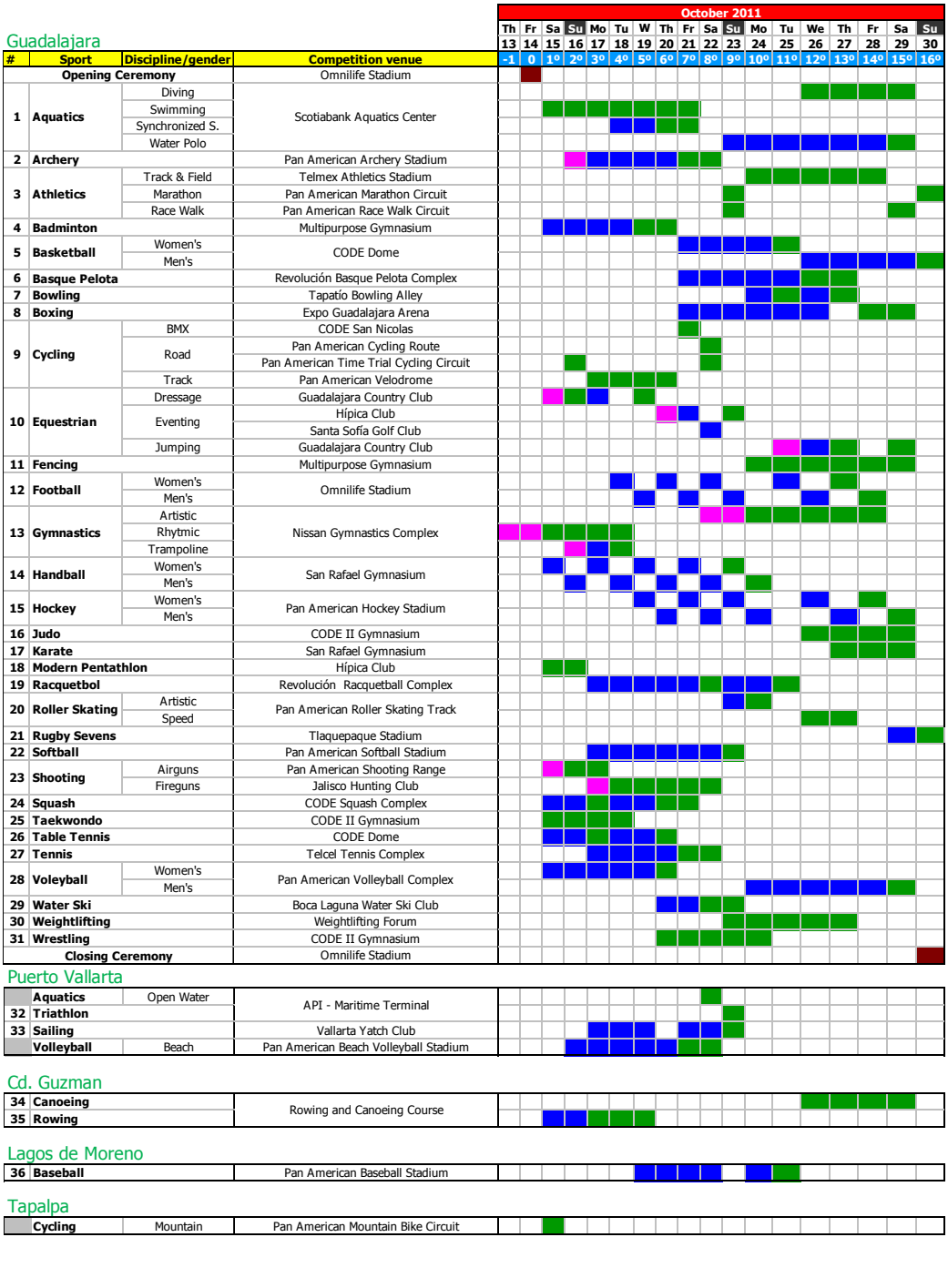
- 36 sports
- 43 disciplines
- 361 events

Subsites:

- Puerto Vallarta
- Ciudad Guzmán
- Lagos de Moreno
- Tapalpa

XVI Pan American Games Guadalajara 2011

Sports Calendar



Opening & Closing Ceremony
Competition Day
Official Practice / Official Training / Podium
Finals

Ju	Vi	Sa	Do	Lu	Ma	Mi	Ju	Vi	Sa	Do	Lu	Ma	Mi	Ju	Vi	Sa	Do
-1	0	1º	2º	3º	4º	5º	6º	7º	8º	9º	10º	11º	12º	13º	14º	15º	16º

Version 4.6 Schedule may change without notice. 16/03/2011

SAVO

LEO

HUICHI

PASO
PAN AMERICAN SPORTS ORGANIZATION

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www.odepa-paso.org

During the XVI Pan American Games Guadalajara 2011, PASO offices will be at the PASO Family Hotel.

Executive Committee

President	Don Mario Vázquez Raña	Mexico
1st Vice President	Michael Fennell	Jamaica
2nd Vice President	Carlos Nuzman	Brazil
3rd Vice President	Felipe Muñoz Kapamas	Mexico
Secretary General	Jimena Saldaña	Mexico
Treasurer	Richard Peterkin	St. Lucia
Members Group 1	Lawrence F. Probst	United States
	Fernando Beltranena	Guatemala
	Jean-Edouard Baker	Haiti
Members Group 2	Jose Ramon Fernandez	Cuba
	Alphonso Bridgewater	St. K&N
	Veda Bruno-Víctor	Grenada

Members Group 3	Nicole Hoevertsz	Aruba
	K.A. Juman-Yassin	Guyana
	Neven Ilic Alvarez	Chile
Honorary Member	Jorge Herrera Barona	Colombia
ACNO Vice President	Julio Cesar Maglione	Uruguay
Executive Secretary	Reynaldo Gonzalez	Cuba

Technical Commission

President	Michael Fennell	Jamaica
Member	Jorge Herrera Barona	Colombia
Member	Antonio Von Ondarza	Venezuela
Member	Rene Romero	Cuba
Member	Agberto Guimaraes	Brazil
Member	Caroline Assalian	Canada

Coordination Commission

President	Carlos Nuzman	Brazil
Member	Richard Peterkin	St. Lucia
Member	Fernando Beltranena	Guatemala
Member	Nicole Hoevertsz	Aruba
Member	Michael Chambers	Canada

National Olympic Committees

Members of the Pan American Sports Organization

AHO
Netherlands Antilles

ANT
Antigua

ARG
Argentina

ARU
Aruba

BAH
Bahamas

BAR
Barbados

BIZ
Belize

BER
Bermuda

BOL
Bolivia

BRA
Brazil

CAN
Canada

CAY
Cayman Island

CHI
Chile

COL
Colombia

CRC
Costa Rica

CUB
Cuba

DMA
Dominica

DOM
Dominican Republic

ECU
Ecuador

ESA
El Salvador

GRN
Grenada

GUA
Guatemala

GUY
Guyana

HON
Honduras

IVB
British Virgin Islands

LCA
St. Lucia

NCA
Nicaragua

PAR
Paraguay

PUR
Puerto Rico

SUR
Suriname

URU
Uruguay

VEN
Venezuela

HAI
Haiti

ISV
USA Virgin Islands

JAM
Jamaica

MEX
Mexico

PAN
Panama

PER
Peru

SKN
St. Kitts & Nevis

TRI
Trinity and Tobago

USA
United Stated

VIN
St. Vincent and the
Granadines

COPAG

XVI Pan American Games Guadalajara 2011 Organizing Committee

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Open Water Technical Committee

President	Tomas Haces	CUB
Secretary	Chantal Van Keekin Frederiik	SUR
Member	Rick Walter	USA
Member	Pierre Lafontaine	CAN
Member	Fernando Madrigal	CRC
Member	Mario Rodríguez	PUR
Member	Dennis Ryther	USA
Member	Victor Tapia	ECU
Executive Committee Liaison	José Ismael González	GUA

Open Water Technical Commission

Executive Committee Liaison	José Ismael González	GUA
President	Tomas Haces	CUB
Secretary	Chantal Van Keekin Frederiik	SUR

FMN
Mexican Swimming Federation

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Arroyo Naranjo la Habana.
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Competition Information
Open Water in Guadalajara 2011

Date and Location:
The Open Water competition of the XVI Pan American Games Guadalajara 2011 will be held on Saturday October 22nd, 2011 at the International Port Administration–Puerto Vallarta Maritime Terminal, in Puerto Vallarta, Jalisco.

Events and Medals
The events for the Open Water competition of the XVI Pan American Games Guadalajara 2011 are the following:

Events			Medals Standing			
			gold	silver	bronze	total
Female	1	10Km	1	1	1	3
Male	2	10Km	1	1	1	3
		Total	2	2	2	6

Competition Format
The Open Water race will take place within a 10 km distance.

In order to complete these 10 km, swimmers will have to do 6 laps on the programmed circuit. The circuit will be 1,681 meters long.

Given the swimming direction and soon after the race starts, swimmers will head to Buoy #2, not Buoy #1 as usual. The distance between the starting point and Buoy #2 is 457 meters.

Competition Schedule

Date	Time	Event
Oct-22	09:00	10km Female Final
	11:30	10km Male Final

Maximum number of competitors
According to the quota established by PASO, there will be a maximum of 36 (thirty six) swimmers for the Open Water competition: 18 (eighteen) men and 18 (eighteen) women.

Each NOC may register a maximum of two (2) swimmers by gender.

For the XVI Pan American Games Guadalajara 2011, NOCs will only be able to register those competitors that have previously classified according to the qualification system established by FINA and UANA.

Age of competitors
The minimum age required for the Open Water competitors is 14 (fourteen) years old as at December 31st on the year the competition will take place (born in 1997 and before).

Qualification System to Guadalajara 2011
The qualification positions will be determined as follows:

Zone I	CONSANAT	7 Men	7 Women
Zone II	CCCAN	6 Men	6 Women
Zone III	USA	2 Men	2 Women
Zone IV	CAN	2 Men	2 Women
Host country		1 Man	1 Woman
Total		18 Men	18 Women

Every Zone will be responsible for the organization of its own qualification event in order to determine which swimmers (Federations) must participate.

Zone I CONSANAT

Countries that their swimmers obtain the first seven places in the general qualification in each gender in the competition that will be held in Ciudad de Santos, Brazil, on April 17 2011, will qualify to the Pan American Games. This competition will be under the control of FINA and CONSANAT.

Zone II CCCAN.

Those countries whose swimmers obtain the first six places on the general qualification -by gender and age- of the Championship CCCAN 2011, that will be held from June 28th to July 3rd 2011, will qualify to the XVI Pan American Games.

Each Federation will be able to obtain up to two spots by gender, except from Mexico, which as the host country will have the right to have a male competitor (1) and a female competitor (1) automatically qualified to the Pan American Games. In order for Mexico to obtain a second spot by gender, it will have to be ranked on the first six places of the general qualification -by gender and age- of the Championship CCCAN 2011.

Zone III and Zone IV will conduct its own internal processes and register up to 2 men and 2 women each.

Vacancies

Zone III and Zone IV should inform to UANA concerning its swimmers vacancies, if any, no later than July 14th, 2011.

If Zone I and II have any vacancies after their Qualification System events, these will be added with Zone III and Zone IV vacancies, if any. These vacancies will be distributed among the countries from Zone I and Zone II that are better ranked on the 10km event by gender, complying with the participation quota established by NOCs, on the 14th FINA World Championship 2011, to be held from July 16th to 31st in Shanghai, China.

If after the 14th FINA World Championship 2011 there are still some vacancies, these will be distributed equally among Zone I (CONSANAT) and Zone II (CCCAN) through their Technical Committees. The spots will be assigned as follows: Zone I-Zone II-Zone I- Zone II, until all the spots are covered.

UANA will inform PASO, its member federations and NOCs about the final classification by countries before August 1, 2011, so that the entry process for the Pan American Games can be completed in time.

Qualification system approval
UANA reviewed and approved this qualification system on March 11th, 2011.

Technical Meeting

a. The Technical Meeting will be held on Friday October 21st, 2011 at 11:00 am at Puerto Vallarta's Official Hotel.
b. The meeting will be open to everyone bearing PASO's accreditation for the Open Water discipline. A representative of each NOC must participate in order to validate its country participation in the event.
c. Team Leaders must collect their invitations for the Technical Meetings at the SIC at the Official Hotel upon arrival. Team Leaders must inform about the number of people that will assist to the Meeting with them.
d. The Technical Delegate and COPAG's Open Water Competition Director will preside over the meeting, which will be conducted in English and Spanish.

Judges and Jury
The Jury of Appeal will have a FINA's Delegate, along with any UANA Executive Committee member or Technical Committee acting member. FINA's Delegate will be the president of the Jury.

Technical Officials
Technical Officials will be appointed under FINA Open Water Rules 2009-2013.

The meeting for the Technical Officials will be held on Thursday October 20th, 2011 at 14:00 at a venue that the host will further indicate.

Protests and Appeals
Protests and appeals shall be resolved under FINA Open Water Rules and Regulation 2009-2013.

Seeding
The starting positions (seeding) must be based on the OW Section of FINA's Manual published for the 2009-2013 period.

Training
Puerto Vallarta's Olympic Pool will be the training venue; this pool has 10 lanes. From October 17th to 21st, 2011 the training schedules will be from 8:30 to 10:30 am and 16:00 to 17:30 pm.

Competition Venue
The Open Water competition will take place in the International Port Administration–Puerto Vallarta Maritime Terminal located at Francisco Medina Asencio Avenue and Politécnico Nacional street.
.

General Guidelines for Participation

Elegibility
To be eligible for participation in the XVI Pan American Games Guadalajara 2011, a competitor must comply with the Pan American Games Regulations as well as the corresponding International Federation Rules and must be entered by his or her NOC.

Nacionality of competitors
All competitors that participate in the XVI Pan American Games Guadalajara 2011 must have the nationality of the NOC with which he or she is registered.

A competitor's nationality is determined according to the Pan American Games Regulations, Section IV, Item 3.

Gender verification
Gender verification cases shall be carried out in accordance with the Pan American Games Regulations, Section IV, Item 7.

Entries
Only NOCs recognized by PASO and whose National Federations are affiliated with the corresponding International Federation as well as the Pan American Confederation or the applicable Continental Sport Organization may enter competitors to the XVI Pan American Games Guadalajara 2011.

Entry by number
Entry by Number forms (to indicate the number of participants in each individual and team event) must be fully completed and returned to COPAG no later than midnight (local time) on Thursday, July 14, 2011.

The number of entries submitted for participants may not vary by more than 10% of the final entries, as per the Pan American Games Regulations, Section V, Item 3.

Entry by name
An Entry by Name form is required for each eligible participant in the XVI Pan American Games Guadalajara 2011. Entries by name must be completed by each NOC on the official form supplied by COPAG and returned no later than midnight (Mexico local time) on Wednesday, September 14, 2011.

Both, the Entry by Number and the Entry by Name forms from each NOC must be submitted on the official forms supplied by COPAG in accordance with the procedure described in the XVI Pan American Games Guadalajara 2011 Entries Manual.

For questions or clarification, COPAG offers the mailbox:
inscripciones@guadalajara2011.org.mx

Awards
Awards for the events in the XVI Pan American Games Guadalajara 2011 competitions will be granted in accordance with the Pan American Games Regulations, Section XIII.

First Place:	Gilded medal and certificate
Second Place:	Silver-plated medal and certificate
Third Place:	Bronze-plated medal and certificate
Fourth to Eighth Places:	Certificate

General Rules
The competition at the XVI Pan American Games Guadalajara 2011 will be held in accordance with the PASO Statute and corresponding International Federation Rules and Regulations in effect at the time of the Games. Any unforeseen cases not covered by the rules and regulations will be resolved as follows:

a. Cases of a general nature will be resolved in accordance with the PASO Statute and Pan American Games Regulations.

b. Issues of a technical nature will be resolved in accordance with the procedures of the corresponding Pan American Confederation or Continental Sport Organization.

Competition Rules
According to the Pan American Games Regulations, the development of the competition of the XVI Pan American Games Guadalajara 2011 is the responsibility of the PASO Technical Committee in coordination with COPAG, the corresponding International Federation as well as the Pan American Confederation or Continental Sport Organization.

Team Clothing and Equipment
Clothing and equipment worn or used by athletes and other participants in the XVI Pan American Games Guadalajara 2011 must comply with the Pan American Games Regulations and applicable International Federation Rules and Regulations, following the rules established at the NOC Usage Guidelines for Manufacturer Trademarks.

Training Venue
All training venues will have security access for accredited team members only, and public access will not be allowed. The equipment at the training venues will meet respective International Federation requirements. COPAG will provide the training schedule in the Team Leader's Guide.

Doping Control
Doping Control during the XVI Pan American Games will be conducted in accordance with PASO Medical Commission Rules and the respective International Federation Regulations, and will follow the standards and procedures under the World Anti-Doping Program.

Games Services

Sport Information Center (SIC)
The Sports Information Center aims to provide NOC team officials (Chefs de Mission Chiefs and Team Leaders) and competition officials with technical sport and general information, such as:

a. Competition programs
b. Training schedules
c. Official communications from the participating sports organizations
d. Official results

In addition, the SIC will inform and confirm transportation schedules and will verify athlete registrations. There will be two types of sport information centers:

1. The Main Sport Information Center at the Pan American Village
2. Sport Information Center in each competition venue.

Pan American Village SIC

a. Access the SIC at the Pan American Village will be granted only to the Chefs de Mission, Team Leaders, Technical Officials and others officially authorized by each respective NOC.

b. At the Delegation Registration Meeting (DRM), the Chefs de Mission will receive an entry by name form for naming the Team Officials who will entitled SIC services. Athletes and representatives from the media will not have access to the SIC.

c. Dates and hours of operation:
September 29 to November 2, 2011
07:00AM – 10:00PM

d. The Pan American Village SIC will have specific information stands for all the sports included in the sports program for the XVI Pan American Games Guadalajara 2011.

Competition Venue SIC

a. The service will be given to the Chefs de Mission, Team Leaders, Technical Officials, Competition Officials and others officially authorized by each respective NOC and COPAG.

b. At the Delegation Registration Meeting (DRM), the Chefs de Mission will receive an entry by name form for naming the Technical Officials who will be entitled to the services of the SIC at the venue. Athletes and representatives from the media will not have access to the SIC.

c. Dates and hours of operation: two hours prior to each day of competion and and one hour after the end of each day of competition.

Transportation

Transportation services for the XVI Pan American Games will begin on September 29, 2011. Athletes and Team Officials that arrive to the International airports of Mexico City (Benito Juarez) and Guadalajara (Miguel Hidalgo y Costilla) will be received and assisted by COPAG's transportation services staff. A transportation service to take athletes and officials to the Pan American Village will be available on a 24-hour basis at the Miguel Hidalgo y Costilla airport.

Participants bearing a T4 accreditation will have access to exclusive vehicles (dates and hours of operation to be determined), by sport according to the competition schedule. The COPAG transportation system will supply all the athletes and officials with the necessary and timely information for transportation to and from the airports, training and competition venues, and the Pan American Village.

On competition days, authorized athletes and officials will be transported in a designated shuttle bus during the established schedule according to the general program, which will be provided.

Transportation to the training venues will be scheduled and provided upon specific request, submitted 24 hours in advance at the transportation information stand at the Pan American Village.

Detailed information will be provided during the Chefs de Mission Seminar.

Pan American Village

During the Games, over 7,500 athletes and team officials will lodge in the Pan American Village, which has a total of 4 buildings and 951 apartments.

The Pan American Village will officially open on Tuesday October 4, 2011 and it will close on November 2, 2011.

The Village is divided into two areas: the International Zone and the Residential Zone.

Apart from basic food and beverage and accommodation services, the Residential Zone will feature a running track, a swimming pool, a gymnasium with sauna and a polyclinic.

The International Zone will feature an Internet and TV room, a bank, a beauty parlor, a travel agency, an outdoor theater as well as laundry and dry cleaning services, ecumenical chapel and fast food areas.

Media Services

a. Mixed Zones
The mixed zones will be set up in the competition venues to facilitate interactions between athletes and the media. Athletes must pass through the mixed zone after finishing their competitions, but they are not obliged to answer questions from the media. Each journalist must conduct the interview in one minute.

b. Press Conference
Generally, a press conference with the medalists will be organized immediately after each final (if necessary, coaches and other athletes may also be invited). COPAG's Media Services staff will introduce the competitors in the press room. During the conference, there will be simultaneous translation.

Medical Services

From the opening of the Pan American Village, ample and efficient medical services will be available, with quick attention guaranteed to those who require it, whether inside or out of the Pan American venues.

Medical Services at the Pan American Village

a. Comprehensive, accessible and efficient medical care will be provided during the XVI Pan American Games Guadalajara 2011 to everyone requiring assistance in any of the Pan American installations, including non-competition venues.

b. The Polyclinic, a medical facility within the Residential Zone of the Pan American Village, will provide all persons with access to the Village a comprehensive range of services including sports medicine, physiotherapy, orthopedics, radiology, pharmaceutical services, dental services, general medical consulting services, and 24-hour emergency service. The clinic will also have the availability of an ambulance service outfitted with a mobile Intensive Care treatment unit. This center will be linked to a network of accredited hospitals for ongoing care, if required.

c. A first-aid station will be in operation at the Village's International Zone.

d. Designated members of the Pan American Family will receive free emergency medical treatment within the medical services facilities from their official arrival date to their official departure date.

On-site Medical Services at Training and Competition Venues

Medical Stands will be available to render first aid to athletes and officers at every Training and Competition venue, with ambulances available to be used for emergency transportation to certified hospitals, if necessary.

guadalajara 2011

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