

ITEM 2  
 MANAGER'S REPORT NO. 60  
 COUNCIL MEETING Sept. 25/72

2. Re: 1973 Canada Summer Games Society  
Monthly Report #5

Following for your information is the report of the Executive Director covering the activities of the 1973 Canada Summer Games Society to September 15, 1972.

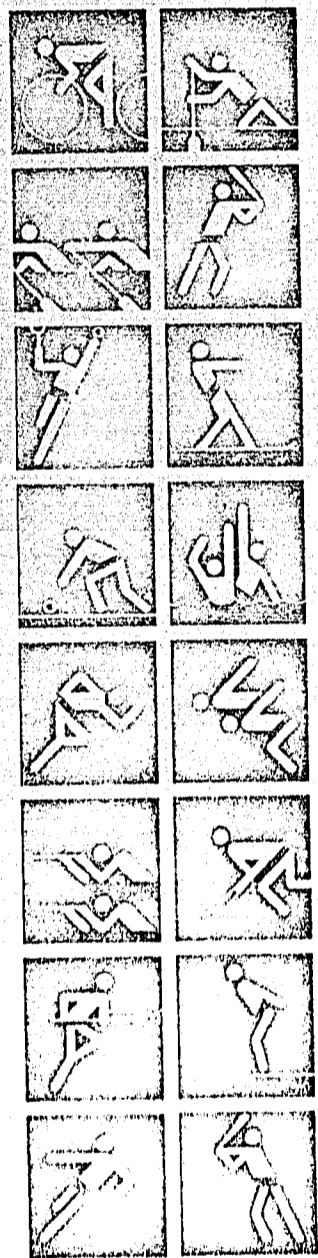
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1973 jeux canada games  
 new westminster · burnaby

AD-100-4B

August 3rd to 12th



TO: BOARD OF DIRECTORS                      DATE: September 15, 1972  
FROM: D. D. Veitch,                              SUBJECT: Monthly Report #5  
 Executive Director

On behalf of the Management Committee I wish to submit this two-part report to you re points of information and request ratification of the specific motions.

There have been many highlights within the Canada Games activities during this last summer; basically expediting the organizational plans of sports and organizational committees.

Item 1 - Development of an outline plan for Facilities:

A complete study has been finished wherein we reviewed plans showing proposed modifications and specifications of existing sports sites. We have documented new estimates regarding operational aspects of each sport site. I have reviewed certain problems associated with the Canada Games pool and the Canada Games Burnaby facility.

A complete presentation regarding use of the New Westminister Secondary School as the Canada Games Village and Headquarters has been compiled and needs only the approval of the Board of Directors.

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and the New Westminster School Board. Opening Ceremonies are to be conducted at Queen's Park in New Westminster. Closing ceremonies will be conducted at Swangard Stadium in Burnaby. It is anticipated that the Canada Games Pool will be completed in time for special opening ceremonies in the month of January, 1973.

The Moody Park complex featuring lawn bowling and softball has been reassessed and we are asking permission to use two softball diamonds. The existing Little League Baseball Stadium is considered ideal for the softball classifications of our Games.

The call for tender on the requirements of the Swangard Stadium in the Central Park complex should be completed in September. It is expected that work will begin in the Spring of 1973 for completion in June or July of 1973.

The Cycling Course in Burnaby has been given technical approval. The Canada Games Shooting Range in Coquitlam requires additional funds.

The Tennis Courts were refurbished at Burnaby Lake Sports Complex and the participants in the Canadian Junior Tennis Championship were very praiseworthy of this facility.

A complete list of proposed practice sites has been tentatively approved and has been submitted for approval by the Board of Directors.

Tenders have been called for the Burnaby Lake Rowing and Canoeing facility in the month of September, 1972.

I have been in constant liaison with the Technical consultants and architects and the City Manager of Burnaby. Everyone concerned with the Canada Games should feel very proud that we have been able to receive such splendid cooperation from the Municipal and Provincial Government in raising additional funds necessary to complete a permanent training centre for rowing, canoeing and other recreational activities.

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Item 2 -As reported earlier, a completed reconnaissance has been made of the New Westminster - Burnaby area and contracts have been signed pertaining to financing of air transportation and sponsorship of all accommodation tasks. The Society has enjoyed full cooperation from the City of New Westminster and the Municipality of Burnaby where we have been given permission to use the requested sports facilities.

Terms of reference have been issued to the key organizers and all committees have definite meeting dates. The estimation of delivery dates and prices regarding technical sports equipment has been outlined.

It has been determined that accommodations will be available at the time of the Canada Games for athletes, officials, and other personnel.

Air Canada has confirmed that their transportation is available and the central pickup points have been determined.

The Publicity and Promotion activities of this past summer have been excellent. The plan regarding major events and increased tempo at the Games time is still in the organizational stages.

A detailed plan that will take us into the project will be presented by January 15, 1973. Numerous contacts have been made regarding the Games program. Numerous printing firms and independent publishers and advertising sales people have been contacted. We will confirm the printing time with the selected printer and inform all of our sub-committees of these deadlines on January 15, 1973.

Invitations to quote have been received regarding cloth crests for all Games personnel.

The first supply of Games flags in all sizes have been received.

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Postage meter ad has been made.

The Communications Committee has been asked to supply dates when equipment and facilities will be available for rehearsal times.

Item 3 - I have submitted a list of tasks to each major organized sport and organizational committee. These tasks have been given in suggested order and priority. Suggestions regarding earliest and latest completion dates have been outlined. The inter-relationship of other committees' tasks has been explained.

The matter of Officials per sport has caused considerable problems. Several National Sport bodies have officiating associations who are similar to organized unions wherein they demand payment for services. Our Society has taken a firm position that no officials will be paid. This position has been clearly outlined to all Sports Associations and it has merit, because we will be obligating future host cities if we were to pay. Approximately 960 Officials will be required to handle the Games requirements.

Douglas College has agreed to handle methods of training with a view to a plan for rehearsals and proper communications.

The Medical Committee has sent out hundreds of letters to nurses and doctors and are prepared to staff all sports sites and the headquarters with adequate medical personnel.

Item 4 - Attached is a list of competition sites. I have written to each National Sports Committee body asking that they approve these practice and competition sites.

Item 5 - Attached is a Calendar of Events listing the order and type of event. This outline plan of the Calendar of Events needs approval by the Board of Directors and the National Sports Governing Bodies and the Provincial Directors. All Provincial Directors and a number of the Canada Games Council will

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be in New Westminster and Burnaby on October 17, 18, 19 and 20. A Calendar of Events then can be submitted to all persons and all Committees involved with the Canada Games.

Item 6 - The Provincial Directors have already begun various series of eliminations to choose the athletes who will be coming into New Westminster - Burnaby. We have complete estimates of numbers, sex and ages coming from each Province. It is expected these will be within 10% of the final total. This information has been communicated to other committees including Accommodation and Transportation.

The Protocol Committee is underway and will be constantly updating the V.I.P. list. The Protocol Committee will work closely with Promotion, Publicity, Transportation and Accommodation.

It is not possible to confirm registration of athletes including their biography and home addresses until 21 days before the Games occur. This prior factor makes it very difficult for program printing and communication of names to Accommodation and Promotion committees.

Item 7 - The Housing Committee has prepared a list of accommodation at the New Westminster Secondary School and are certainly comparable to those experienced by the athletes in Saskatoon and, in some cases, some International competitions that have occurred. The "Village" has been laid out to accommodate athletes by sport and not by Province.

The final approval of this outlined plan for accommodation requires confirmation from the Military that bedding is available and then final permission from the New Westminster School Board.

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Tentative bookings have been made in local hotels to accommodate officials and V.I.P's. No members of the Media, V.I.P., or Officials will stay within the "village."

An outline plan pertaining to tourist accommodation has been submitted to the Management Committee for study.

Item 8 - Track & Field - Track & Field is now commonly called "athletics." The Society, in cooperation with the Municipality of Burnaby has retained Ron Davies to prepare the technical design of the 400 meter track and field facility at Swangard Stadium. The stadium has been assessed to ensure adequate sanitation for athletes and spectators, availability of flag poles for decorations, seating to be by section and not by row or seat number. All tickets will be sold on a rush basis.

Use of sophisticated communications and timing equipment has been allowed for in the plans.

We have ensured that all field events can be conducted at Swangard Stadium.

Technical survey points will be installed and easily identifiable on the stadium field. The 400 meter oval will be clearly marked to accommodate all running events.

The track will be constructed of a rubberized asphalt and will be coloured to accommodate television to make it more pleasant in appearance.

Outlets for communications have been designed to be included in the plan.

Item 9 - The Promotion and Publicity committee has been very active this summer. Canada Games was featured at the Pacific National Exhibition. There were displays of Canada Games Sports symbols, banners, and

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facility drawings in various locations throughout the P.N.E. grounds. Over one million people who attended the P.N.E. knew that the Canada Games were coming to New Westminster and Burnaby in 1973.

The Municipality of Burnaby and the City of New Westminster arranged an excellent Canada Games display in the Horticulture Building. The Society provided sport mural plaques on pylons throughout the P.N.E. grounds. A special "Canada Games Day" was held during which we enjoyed publicity on the grounds and in the various news media. A Canada Games Float appeared in the P.N.E. parade.

All facilities have been visited to make sure that plans for media are adequate and suitable for the expected numbers. Special consideration has been given to having an interview area in the existing Canada Games Headquarters.

The news media headquarter centre has tentatively been set for the Villa Motor Hotel in Burnaby.

The credentials program has not been fully designed but a detailed plan will be prepared by January 15, 1973.

Item 10 - Transportation - External transportation for athletes and officials and visiting V.I.P.'s has been financed by the Federal Government. The coordination of external transportation will be done by a Loaned Executive from Air Canada assigned to the Canada Games.

The local transportation plans have been carefully reviewed. Transportation plans to and from the airport, receptions and dispatch, handling of baggage, V.I.P. courtesies, press arrangements, circuit buses, team buses, official cars, U-Drives, service vehicles, maintenance & repair, security & volunteer drivers, have been prepared. The transportation outline plan has been submitted but returned to the Transportation Committee as it is at this time, beyond our budget.

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We require confirmation of free towing service, donated gasoline, free car wash, availability of donated vehicles from school boards, involvement of B.C. Hydro, and assistance from other members of the private sector.

General Motors have confirmed the donation of automobiles during the Games to the Society.

The Transportation Committee will supply the Hosting Committee, who are responsible for reception dispatch, with a complete plan showing the schedule of arrivals and departure of athletes. Service will be provided to pick up officials, out of town officials, but we will be asking the Sports to assist by way of private car wherever possible. As anticipated, a centralized system will be operated out of the Canada Games Headquarters. Little difficulty is anticipated in obtaining a sufficient quantity of drivers who are properly insured to assist the Transportation Committee.

Item 11 - Summer Student Program - I wish to take this opportunity to thank Sport Canada, and to thank Ian Howard, a member of our Board and the representative for Sport Canada who has been primarily responsible for obtaining assistance for the Canada Games during the past summer. Assistance was obtained by way of making available students who assisted in Equipment, Facilities, Promotion, Typing and Filing.

These students were invaluable to us over the summer months and allowed the permanent staff members to complete a lot of detailed work.

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Item 12 Spectator Services and/or Control of Movement

We are developing an outline plan regarding Transportation for Spectators, V.I.P. privileges, Officials privileges, Administration staff privileges. The plan will include parking routes in and out of each venue and estimate security and police required. The plan will be cognizant of Special Events causing problems for police & traffic. For example, marathons or walks in the Canada Games. All of these requirements are planned outside the sports site.

Inside the sports sites we will need gates and entrances staffed either by volunteers or commissionaires, or with consideration for program sales. The entrances for example to track and field stadium will require special consideration for athletes and V.I.P.'s, because of their number this will be a problem for identification and personnel required to control these admissions plus instructions regarding press privileges. The plan will also outline who will be responsible for security of dressing rooms, money, receipts, programs, and awards.

Food concessions and refreshments for staff will be admitted through what gates, and by what means of identification. Who is responsible for cleaning the washrooms and having attendants at the washrooms. both male and female? I expect the maintenance committee to be responsible for garbage collection, sweeping up and providing labor but if this cannot be worked within the staff of Burnaby-New Westminster what costs will the Games be faced with? The total requirement for sports tender equipment has been itemized for all sixteen sports. Track and field is the largest expense. The list will be submitted to Management committee for approval and policy regarding public tender. At this time we are confident that we will not exceed the existing budget.

Item 13 - Budget - Enclosed are the financial statements from July - August, 1972. As previously stated, there has been no income from television or radio which can be obtained. The Box Office Committee is not able at this time to confirm the seating for sale of tickets. There has been some income from investments and other miscellaneous items.

The support of the City of New Westminster adding additional funds to the swimming pool, the support of Burnaby providing an access road and services to the lake and a construction of a course administration building and the special B. C. Provincial Grant has raised the 1973 Canada Games far beyond the original budget. The contracts have been signed regarding transportation; responsibility of Sport Canada and per diem accommodation costs. Plans have been all but completed regarding sport tender equipment, awards for athletes and volunteers. The cost of advertising, printing, and hosting are still being prepared.

Our control of funds is under the personal supervision of the Executive Director with signing authority handled by the President and Treasurer. At this time the only person who has any spending powers is the Executive Director. Any costs beyond \$1,000 must be presented to Management Committee for approval and if in excess of the budget, must receive approval of the Coordinating Committee. A very active campaign has begun for fund raising donations.

Our investments have produced revenue. The Sport Mural Fund Raising Special Canvass will begin in October. The first phase of the Lucky Draw will show a return of approximately \$10,000 to \$15,000 to the Society. The Special Events Committee has set a Fund Raising Objective of \$100,000. The Society will have control over all elements involved with publications rights & properties. It is anticipated that the Society will begin an advance ticket sales campaign in the last month of December, 1972.

Item 14 - The type and size of the printed program for the Games has not been approved. In my view it is necessary to appoint a full-time person to prepare

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advertising sales and write and collect copy, assemble photographs, collect copy on technical details per sport, prepare necessary art work, arrange to get the various prices on printing, set up teams to check items included for each sport and organizational committee; acquire the most recent list of sports records, insure consideration of three levels of government and provide accurate translations.

Item 15 - Awards 300 medals will be presented to the athletes, there is adequate time to insure delivery and engraving. The design of these medals will be submitted to the Management committee for approval before ordering. The Protocol and Ceremony committee are arranging with each sports committee the procedures for presentations. All V.I.P.'s will be contacted well enough in advance to insure they will be on hand to make awards. The athletes and officials will receive a thorough briefing regarding movement to podiums. The Protocol and Ceremony committee is insuring that seating accommodations for V.I.P.'s has been carefully detailed for all competition sites. Tickets will be reserved and appropriate identification will be given and all ushers will be properly informed. The accounting and safekeeping of the medals, crests, tickets and pins will be supervised by the office manager and assigned to the equipment committee.

Item 16 - List of Officials and Training Program - We have a definite number of officials, major and minor required for each sport. Names and addresses will be compiled and presented to the Games office for approval by November 15, 1972. The executive committee for officials has written to the B.C. Fitness Fund and Sport Canada for a budget to assist in the training of officials. Officials of Douglas College are prepared to provide a training program at cost. The philosophy of the Canada Games is to me a legacy of trained people as well as permanent facilities. The shortage of officials is astonishing; Montreal will be short officials for the 1976 Olympics. New Westminster - Burnaby are short of officials for the Canada Games of 1973. Many sports, for example, canoeing, have only one certified official in the Province of B.C. If a favorable decision is received from

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The British Columbia Fitness Fund or Sport Canada there is adequate time to insure that officials will be properly trained. Emphasis is being placed on using local officials. Officials are expected to supply their own working dress. It is expected they will be given permission to purchase the Canada Games dress uniform.

Item 17 - Sports and Organizational Committees

To expedite the plans for the Canada Games, we have met with all the sports and organizational committees on an individual basis. All meetings lasted a minimum of 1½ hours.

Item 18 - Military

In my last report I advised you that I was preparing a submission to Rear Admiral Leir requesting specific support for the next 1973 Canada Summer Games, and attended two meetings with this gentleman, and I am convinced that we will receive Military support, but to date the confirmation has not been received and I am persuing the matter through Military and Political channels. The Military are prepared to give us their full support, but they wish to clarify whose budget will be responsible; will it be the Department of National Defence or National Health & Welfare or Canada Games Society?

The Management Committee will continue once again to meet weekly to review the activities of Facilities, Sports, Support Services, Finance and Promotion. The individual Organizational Committees have set definite monthly meeting dates; the individual Sports Committees are now appointing their organizational sub-committee chairmen. I am confident the Society on behalf of the City of New Westminster and the Municipality of Burnaby will stage one of the finest Sports Spectacles ever held in this Country.