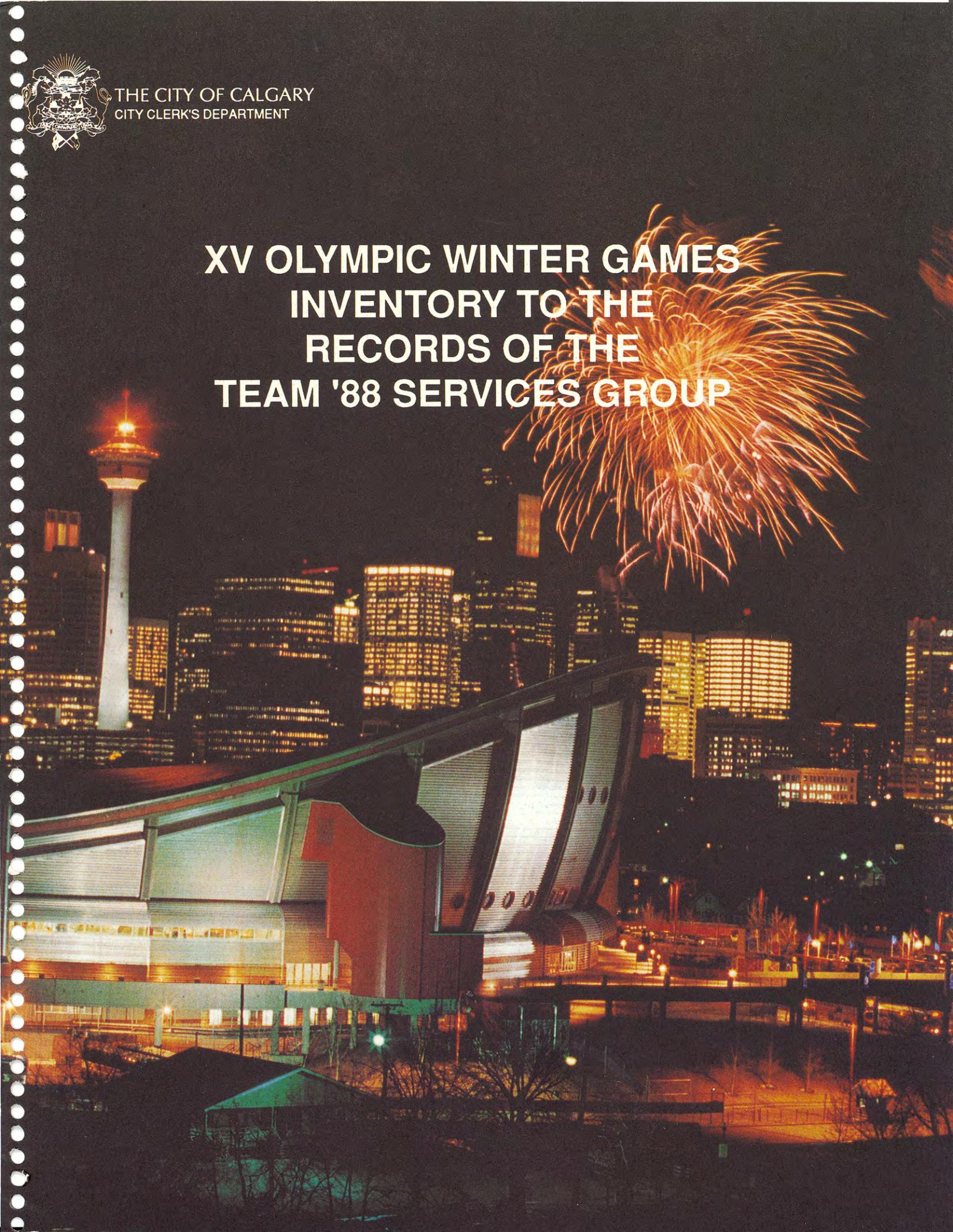




THE CITY OF CALGARY  
CITY CLERK'S DEPARTMENT

# XV OLYMPIC WINTER GAMES INVENTORY TO THE RECORDS OF THE TEAM '88 SERVICES GROUP



## PREFACE

The City of Calgary Archives is a section of the City Clerk's Department. The Archives was established in 1981. The descriptive system currently in use was established in 1991. The Archives Society of Alberta has endorsed the use of the Bureau of Canadian Archivists' Rules for Archival Description as the standard of archival description to be used in Alberta's archival repositories. In acting upon the recommendations of the Society, the City of Calgary Archives will endeavour to use RAD whenever possible and to subsequently adopt new rules as they are announced by the Bureau.

The focus of the City of Calgary Archives' descriptive system is the series level and, consequently, RAD has been adapted to meet the descriptive needs of that level. RAD will eventually be used to describe archival records at the fonds level.

The City of Calgary Archives creates inventories of records of private agencies and individuals as the basic structural finding aid to private records. Private records include a broad range of material such as office records of elected municipal officials, records of boards and commissions funded in part or wholly by the City of Calgary, records of other organizations which function at the municipal level, as well as personal papers of individuals. All of these records are collected because of their close relationship to the records of the civic government, and are subject to formal donor agreements.

The search pattern for information in private records is to translate inquiries into terms of type of activity, to link activity with agencies which are classified according to activity, to peruse the appropriate inventories to identify pertinent record series, and then to locate these series, or parts thereof, through the location register. Inventories of private records can also be accessed through the inventory of any civic department to which it might happen to be linked.

Existing inventories of private records are revised as additions of records are received and described at the Archives.

## INTRODUCTION

The records of OCO'88, the organizing committee for the staging of the XV Olympic Winter Games, were acquired by The City of Calgary Archives through an agreement signed 1990 January 22 between The City of Calgary, the Calgary Olympic Development Association (CODA) and the XV Olympic Winter Games Organizing Committee. The process of arrangement and description began before that time with the permission of CODA.

The records described in this inventory are part of accession PR-90-001. The original extent of the entire collection of records from OCO'88 at the time of the accession was approximately 620 containers. With records received as the result of an accrual of OCO'88 material in 1991 August, the total extent of the Team'88 Services Group material after arrangement and description is 28.3 m.

This inventory was prepared by Glenda Leslie in 1991.

## ACKNOWLEDGEMENT

The City of Calgary Archives would like to thank the Calgary Olympic Bid Committee 2002 for its generous support in the publication of this inventory.

## ADMINISTRATIVE HISTORY

The concept of "Team'88" was developed as a means of unifying OCO'88 staff and volunteers into a cohesive work force. Its mandate was "to mold volunteers and staff into a single, unified workforce during the Games."<sup>1</sup> The Team'88 Services Group was established in early 1987, the last "Group" to be added to OCO's organizational structure. Its creation brought together several divisions or departments of OCO which had existed previously under the mandates of other groups of the organizing committee, especially the Executive and Operations Groups. Don Smith was appointed Vice President on 1987 April 27. By Games time, Team'88 Services consisted of six divisions: Accreditation, Human Resources, Protocol, Volunteers, with IOC Relations and Government Services being added in the fall of 1987, a result of the reorganization of OCO'88 as a whole.

The Vice President considered the greatest success of Team'88 to be the moulding of the staff and volunteers into an effective team given budget limitations which forced a reduction in the numbers of volunteers and staff allowed. The staff took on most of the responsibilities prior to the Games for operating the various OCO'88 programs, managing the budget, building facilities, raising funds and organizing the Games. These responsibilities were then transferred to the volunteers with the switch to venue management at Games time. To accomplish its mandate, Team'88 was divided into two main areas of responsibility: VIP visitors; and staff, volunteers and

contractors within the Organizing Committee. "During the Games, the vice-president, Team'88 Services reported to the president on staff and volunteer concerns and to the chairman on most VIP-related matters."<sup>2</sup>

For organizational charts from 1987 April and September, see the appendix (not attached to this electronic document).

### ENDNOTES

1. XV Olympic Winter Games: Official Report, p. 439.
2. Ibid.

## SCOPE AND CONTENT NOTE

The records of the Team'88 Services Group consist of 15 series, each of which is introduced by an "Archival Description" section and a "Scope and Content" note.

Lengthier narratives have been added at the series level, rather than in the "Administrative History" section of the Team'88 Services Group above. With the ever-changing structure of OCO'88, the relative late creation of the Team'88 Services Group and numerous staff changes in a relatively short time, more detailed descriptions at the series level should make for easier use of the records by researchers.

The records of particular departments or programs within Team'88 Services are often the result of several records creators. For example, Series X, the records of the Volunteer Department, are the result of the activities of Russ Tynan, the General Manager of Volunteers until 1987 September when he was replaced by Paul Taylor who became the Manager of Volunteers. As well, the documents from the Clothing Program within the Volunteer Department reflect the work of several individuals. In other instances, more extensive material on some departments from the Team'88 Services Group exist in the records of other OCO groups. For example, further documentation from the Human Resources Department (Series II) may be located in the records of the Executive and Finance Groups. Very little on this function was kept within the records of Team'88.

The Team'88 Services Group records, as a whole, are "multiple media."

Photographs, usually colour, have been placed in acid-free enclosures and have been kept with the contents of their original file folders. These photographs have not been identified individually. The oversize material consists largely of blueprints and plans. These have been removed from original file folders and placed either in an oversize, flat Hollinger storage box, or they have been placed into map folders and stored in a map cabinet. Listings of all oversize material from each series have been placed at the end of the "File Listing" section for each series. Videotapes and film may also be found in some of the series. No special conservation measures have been taken for these media at this time. Series XIV consists of a large number of artifacts, some of which have been stored in acid-free tissue paper. Clothing items have been wrapped in acid-free tissue paper and placed in flat storage boxes or other appropriate boxes.

Although the records of OCO'88 are quite recent, they are not without their conservation problems. The most significant came to light when going through the records in Series III of the Team'88 Services Group, much of which consists of correspondence with federal government departments, where communication was often in telefax form. The very limited life span of "faxed" documents became quite obvious in this series. While these documents are in some cases only three to five years old, many have faded significantly and some have faded almost completely. These documents have been photocopied as a preservation technique, but in the most severe cases, photocopying was not possible and the documents have been transcribed.

A number of boxes of OCO records intended for the City of Calgary Archives were mistakenly sent to Kestrel Data Inc., the company responsible for the storage of

**Copyright City of Calgary**

OCO's financial records. This material was transferred to the Archives in 1991 August.

All of the accrued material from the Team'88 Services Group was material from the Protocol Department (Series VI).

## DESCRIPTION OF RECORDS

### **I. Team'88 Services Group, Executive Management Team, Administrative Records and Departmental Files. -- 1987-1988. -- .90 m of text.**

**Archival Description:** Don Smith was appointed Vice President, Team'88 Services on 1987 April 27. He came to OCO with many years of experience in the oil business, mainly with Suncor Inc.

Very few of the records found in the material from the Team'88 Services Group were created by Don Smith, and the majority of those from his office are general correspondence files, with some administrative records and material from the Executive Management Team. The latter are, for the most part, duplicate sets of agenda, minutes, correspondence and reports of the material found in the Executive Group (see Series IV, XVOWGOC. Executive Management Team/Executive Management Committee. Minutes. April 1982-June 1988). The only files kept from these records were those which were not exact duplicates; in other words, material with added comments, corrections or notes.

**Scope and Content:** These records have been divided into three "sub series" as follows:

Executive Management Team  
Administrative Records and General Correspondence  
Departmental Files

The records of EMT meetings would best be consulted in conjunction with the records in the Executive Group. It should also be noted that the titles on the file folders refer to the dates of the Agenda. Usually, the minutes of the previous meeting were filed with these agenda.

The Administrative records and General correspondence files consist of minutes, agenda, correspondence, lists, reports, forms, draft agreements, and policies.

The title is based on the contents of the series and box labels.

A list of file titles follows.

**File Listing:**

**SUB SERIES: EXECUTIVE MANAGEMENT TEAM**

Box 1

EMT [Executive Management Team], Miscellaneous, 1987.

EMT Meeting, 21 April 1987.

EMT Meeting, 28 April 1987.

EMT Meeting, 12 May 1987.

EMT Meeting, 19 May 1987.

EMT Meeting, 26 May 1987.

EMT Meeting, 9 June 1987.

EMT Meeting, 16 June 1987.

EMT Meeting, 23 June 1987.

EMT Meeting, 30 June 1987.

EMT Meeting, 7 July 1987.

EMT Meeting, 14 July 1987.

EMT Meeting, 21 July 1987.

EMT Meeting, 28 July 1987.

EMT Meeting, August 4, 1987.

EMT Meeting, August 11, 1987.

EMT Meeting, August 18, 1987.

EMT Meeting, August 25, 1987.

EMT Meeting, September 1, 1987.

**Copyright City of Calgary**

Box 1 (cont'd)

EMT Meeting, September 8, 1987.

EMT Meeting, September 15, 1987.

EMT Meeting, September 22, 1987.

EMT Meeting, September 29, 1987.

EMT Meeting, October 6, 1987.

EMT Meeting, October 13, 1987.

EMT Meeting, October 20, 1987.

EMT Meeting, October 27, 1987.

EMT Meeting, November 3, 1987.

EMT Meeting, November 10, 1987.

EMT Meeting, November 17, 1987.

EMT Meeting, November 24, 1987.

Box 2

EMT Meeting, December 1, 1987.

EMT Meeting, December 8, 1987.

EMT Meeting, December 15, 1987.

EMT Meeting, December 22, 1987.

EMT Meeting, December 29, 1987.

EMT Meeting, January 5, 1988.

EMT Meeting, January 12, 1988.

Copyright City of Calgary

Box 2 (cont'd)

EMT Meeting, January 19, 1988.

EMT Meeting, January 26, 1988.

EMT Meeting, February 2, 1988.

EMT Meeting, February 9, 1988.

EMT Meeting, March 8, 1988.

EMT Meeting, March 15, 1988.

EMT Meeting, March 22, 1988.

**SUB SERIES: ADMINISTRATIVE RECORDS AND GENERAL CORRESPONDENCE**

Accommodation, 1987-1988.

[Accommodation Requests], 1987.

Administration & Finance, Administration General Information, 1987-1988.

Administration & Finance, AFE Approvals, 1987-1988.

Administration & Finance, Budgets, 1987-1988.

Box 3

Administration & Finance, Financial Statements, 1987-1988.

Administration & Finance, Finance, General, 1987-1988.

Administration & Finance, [Financial Statement, March 31, 1987].

Administration & Finance, Priorities & Planning (Milestones), 1987.

Communications, Ceremonies, 1987-1988.

Copyright City of Calgary

Box 3 (cont'd)

Communications, General Information, 1987-1988.

Ticketing, OCO'88 Ticketing Handbook, May 22, 1987.

Ticketing, 1987-1988.

Transportation, 1987-1988.

Venues, 1987-1988.

### **SUB SERIES: DEPARTMENTAL FILES**

The Executive Planner, 1987. (Includes notes on meetings)

Day File, 1987-1988. (Includes minutes of Protocol/Hosting/Language Services meeting)

Box 4

Accreditation, Access Control, 1987-1988. (Includes report on Speed Skating World Cup)

Accreditation, Jan. 1, 1988 to [Mar. 1, 1988].

Accreditation, Accreditation Correspondence to Dec. 31, 1987. (2 folders; includes sample Accreditation Card)

Accreditation, Accreditation Reports, 1987-1988. (2 folders; includes Reference Manual 1988 and Olympic Identity Card Manual)

Human Resources, General Information, 1987-1988. (Includes information on post-Games staffing)

Human Resources, Staff Matters, 1987-1988.

**Copyright City of Calgary**

Box 4 (cont'd)

Protocol, General Information, 1987-1988. (Includes report on SLOOC, Seoul)

Protocol, Chairman, 1987-1988.

Box 5

Protocol, Flowers, 1987.

Protocol, Gifting, 1986-1988. (Includes policies)

Protocol, Hosting, 1987-1988. (2 folders; includes agenda and minutes of  
Protocol/Hosting/Language Services meeting)

Protocol, Operating Procedures, 1987.

Protocol, Royalty, 1987-1988. (Blueprint of XV Olympic Winter Games, McMahon  
Stadium Ceremonies, V.I.P./Royalty Box removed and placed in a map folder  
in Map Cabinet 1/2)

Protocol, V.I.P.'s, 1987-1988. (Includes policies and list of V.I.P.'s)

Team'88 Services, General Information, 1987-1988.

Team'88 Services, Advisory Committee, 1987.

Team'88 Services, Board of Directors, 1987-1988.

Team'88 Services, Distinguished Visitors Committee, 1987-1988. (Includes agenda  
and minutes)

**Copyright City of Calgary**

Box 6

Team'88 Services, Final Reports, 1987-1988. (Includes reports of Don Smith and of the Human Resources and Volunteer Departments)

Team'88 Services, Food Services, 1987-1988.

Team'88 Services, Forums, 1987. (Re personnel)

Team'88 Services, IOC Relations, 1987-1988.

Team'88 Services, NOC's [NOC Relations], 1987-1988.

Team'88 Services, Palliser Hotel Agreement, 1987. (Includes unsigned copy of the agreement)

Team'88 Services, Palliser Hotel/Convention Centre, 1985-1988. (2 folders; includes draft copy of Palliser Hotel Use Agreement and copy of the Lease Agreement with the Calgary Convention Centre)

Team'88 Services, Palliser/Convention Centre Meetings, 1987. (Includes notes and minutes, and draft copy of the Palliser Hotel Use Agreement)

Team'88 Services, Progress Reports, 1987-1988. (Reports from the departments and divisions of Team'88 Services Group)

Team'88 Services, Security, 1987-1988. (Includes Calgary Police Services/OCO'88 Heads of Agreement document)

Team'88 Services, Speeches, 1987.

Box 7

Team'88 Services, Suiteholders, 1987-1988. (Includes plans)

**Copyright City of Calgary**

Box 7 (cont'd)

Team'88 Services, Surveys, 1987-1988. (2 folders; includes several local and  
national surveys of attitudes towards the XV Olympic Winter Games)

Volunteers, General Information, 1987-1988. (2 folders)

Volunteers, Clothing, 1987-1988.

Volunteers, Manpower, 1987. (2 folders)

**II. Team'88 Services Group, Human Resources Department, Day Files. -- 1983-1986. -- .125 m of text.**

**Archival Description:** The Human Resources Department was part of OCO'88 as early as 1983 when Dilan Perera was appointed as "personnel officer." His title soon changed to Supervisor, Human Resources. His work entailed compiling information on the job skills of employees, developing job descriptions and confirming terms of employment. This included assisting in the recruitment of a President for OCO'88 and in the development of OCO's organizational structure. Perera was also involved in the development and implementation of a Policies and Procedures Manual and in establishing an employee benefits plan. The early activities of the Department helped to lay the foundations of the volunteer program prior to the appointment of the first Manager of Volunteers.

From 1983/4 to 1985, Human Resources was part of the Finance Group under the Senior Vice President of Finance, Peter Bradbury. From 1983 to 1984, Perera reported to the Vice President of Finance and Administration, Bill Nield, but in 1985 when Perera's title changed to that of Manager, Human Resources, he reported directly to Bradbury who by then was Vice President of Finance. From 1985 November to as late as 1987 January, Perera reported directly to OCO President Bill Pratt. Later in 1987, Human Resources became part of the Team'88 Services Group and Perera then reported to Vice President Don Smith.

A program description from 1987 January describes the Human Resources Department as follows: "Human Resources has responsibility to develop, implement and manage training programs to retain and motivate OCO'88 staff. Recruitment includes job evaluation, search, selection, offer of employment and orientation. . . . Other activities include staff development, organizational planning and personnel administration" (from Appendix C of the Finance Group, Administrative History). The Department aimed to recruit and motivate a highly qualified staff in a cost effective manner with the purpose of staging the best ever Olympic Winter Games (see "Final Report of the Human Resources Department," Series I, Box 6, Team'88 Services, Final Reports, 1987-1988). The Department's goals were based on the overall goals of OCO'88, and it had the added responsibility of trying to maintain good morale within an organization undergoing almost constant change. At the end of the Games, Human Resources helped with the re-employment assistance program for OCO'88 personnel.

**Scope and Content:** Perera's "Day Files, 1983-1986" (mainly general correspondence and reference material) represent the only records from Human Resources which were retained within the Team'88 Services Group material. Because of this, the Official Report and the records of the Executive Group represent the best sources of information on this Department. In the Executive records, see in particular Series XI, Box 36. Other material may be found in Series VII, Box 7. Limited

**Copyright City of Calgary**

information on Human Resources may be found in two series of the Finance Group -- Series VII, Box 8, and Series X, Box 2.

The title is based on the content of the series and box labels.

A list of file titles follows.

**File Listing:**

Box 1

Dilan Perera, Day File, 1983.

Dilan Perera, Day File, 1984. (2 folders)

Dilan Perera, Day File, 1985. (2 folders)

Dilan Perera, Day File, 1986. (2 folders)

**III. Team'88 Services Group, Government Services Department, Agreements and Other Material. -- 1983-1988. -- 1.56 m of text.**

**Archival Description:** All levels of government played critical roles in the successful staging of the XV Olympic Winter Games. From the formation of OCO'88 until sometime in 1985, negotiations with the various levels of government were carried out primarily by the Executive members of OCO, particularly President Bill Pratt and Chairman Frank King. And while the records of the Executive Group (particularly Series IX) are evidence that the close relationships between governments and the OCO Executive continued through to the conclusion of the Games, in 1985 a department entitled Government Services was formed. This Department first appears in an organizational chart dated 1985 November. Government Services was formed to act as a liaison between OCO'88 and the three levels of government and their agencies. It worked to coordinate the flow of concerns and information to and from OCO'88 (see Official Report, p. 449).

The Manager of this one-member Department was Mike Hamer. Initially, like many other divisions and departments of OCO, Government Services was part of the Operations Group (Senior Vice President, Bruce Cleveley) and Hamer reported to John Pickett, the Vice President of the Services division. This line of authority seems to have existed until 1986 August at which time the position held by Pickett (at that time termed "General Manager," Services division) was vacant.

With the organizational changes to OCO in 1986 August, Government Services was transferred to the Finance Group (Vice President Peter Bradbury) and Manager Mike Hamer reported to the General Manager of the Treasury division, Alan Womack. A press release at the time (1986 August 18) indicated that the main reason for this transfer was to reflect Hamer's "attention to the three levels of government and in particular the \$45-million funding agreement between the federal government and OCO'88." (Press statement of 1986 August 18 by Gary Arthur).

Government Services remained within the Finance Group until the spring of 1987, and was transferred into the Team'88 Services Group at the time of its formation. Hamer then reported to Vice President Don Smith.

The negotiation of the Operational Funding and Assistance Agreement (1986 September) was the major accomplishment of the Government Services Department, but its other responsibilities included the negotiation and coordination of services from the other levels of government, a continuing role of liaison with all levels of government, and providing support to governments in the areas of accreditation, transportation, accommodation and seating.

**Scope and Content:** This series of records has been divided into three sections

**Copyright City of Calgary**

or sub series: Federal Government Correspondence and Agreements; City of Calgary and Government of Alberta Correspondence and Agreements; and General Correspondence.

The Agreements represent the most significant documents in this series of records; however, it should be noted that no original copies of these agreements exist in these files, only copies or draft copies. All original agreements are currently RESTRICTED pending a review as to access. Other types of records found in this series include correspondence, reports, agenda and minutes of meetings and other reference material.

When these records arrived at the City of Calgary Archives, they were still in their original hanging folders and standard file folders. In the case of three of these files (see list below), the file title on the hanging folder was preceded by the word "Dead" while the title on the standard file folder did not include this word. It is the latter title which has been used in the file listing below. Presumably these particular files were considered to be "dead" by OCO staff:

Corporate Partner Recognition Program, 1986-1987.  
Funding, Radio Licenses, 1986.  
Access Control Volunteers, 1986.

All "faxed" material has been photocopied or transcribed for preservation.

The title is based on the contents of the series and box labels.

A list of file titles follows.

**File Listing:**

**SUB SERIES: FEDERAL GOVERNMENT CORRESPONDENCE & AGREEMENTS**

Box 1

Umbrella Agreement, 1984-1986. (Includes copies only of the Umbrella Agreement dated 1984 March 30)

Federal Government, General Correspondence, 1981-1988. (Includes information package on "Celebration 88;" agenda of meetings between Olympic Office OCO'88 and the Dept. of National Defense and of other meetings between OCO and the government)

Federal Funding, General Correspondence, 1987.

Federal Funding, General Correspondence, 1986.

Comprehensive Contributions Agreement Correspondence, 1987.

Comprehensive Contributions Agreement, 1987. (Copies only of the Comprehensive Operational Funding Contribution Agreement, 1987 March 30)

Box 2

Federal Submissions, 1985-1988. (2 folders; includes "XV Olympic Winter Games Organizing Committee, Operational Funding Statement of Claim for the Period From September 22, 1986 to March 31, 1987")

Operational Funding & Assistance Agreement, 1985. (2 folders)

Operational Funding and Assistance Agreement, 1986-1987. (2 folders; draft copies of agreement and accompanying working papers)

**Copyright City of Calgary**

Box 3

Operational Funding & Assistance Agreement, Correspondence, 1985-1987.

Federal Operational Funding & Assistance Agreement, 1986-1987. (2 folders)

Government Activities, Funding For Preview'88, 1986.

Federal Agr[reements], 1986-1987. (Includes "Government of Canada Report," June 11, 1987)

FOF [Federal Operational Funding], Accounting and Reports, 1986-1988. (3 folders; reports, such as the "OCO Board Report December 19, 1986, Government of Canada Report")

Box 4

Canadian Transport Commission (Foreign Airlines), 1985. (Includes "Canadian Transport Commission Air Transport Committee, General Guide")

Immigration, General, 1984-1988. (2 folders)

Immigration Submissions, 1988. (2 folders)

Immigration Procedures, 1987. (Includes excerpts from Government of Canada's "Immigration Manual;" and "Summer Games of the XXI Olympiad, Montreal and Kingston 1976, July 17th - August 1st, Procedures Relating to the Involvement of Posts Abroad and Examining Officers at Ports of Entry")

A.E.S. [Atmospheric Environment Service] Questionnaire, 1988.

Meteorological Reports, 1984-1988.

**Copyright City of Calgary**

**Box 5**

Meteorological Correspondence, 1985-1988. (2 folders; includes minutes of meeting of Canada Olympic Park Venue Management meeting; agenda of meetings re Weather Monitoring, Weather Forecasting and Snowmaking for the XV Olympic Winter Games; pamphlet; notices and agenda of meetings of Nakiska Venue Committee (Weather), of C.N.C. Venue Committee (Weather), and of C.O.P. Venue Committee (Weather); agenda of meeting on Olympic Weather Services)

Meteorological Discretionary Sub-Agreement, 1986-1988. (2 folders)

Native Participation, 1986-1987. (Includes copy of "Treaty No. 7 Contribution Agreement, 2 September 1987")

OCO'88 General Correspondence, 1985-1988. (2 of 3 folders; includes agenda of Operations Workshop, Calgary Olympic Village)

**Box 6**

OCO'88 General Correspondence, 1985-1988. (3rd of 3 folders)

Personnel, 1986-1988.

Post Office, 1986-1988. (Includes draft copies of "Agreement to Provide Certain Postal Services for the 1988 Olympic Winter Games, Calgary, Alberta;" "Canada-OCO'88 Sub-Agreement Discretionary Services")

Protocol, 1986-1988.

Reports, Miscellaneous, XVOWG, MH [Mike Hamer], Reports, General, 1985-1986. (Includes "Economic Impact of XV Olympic Winter Games, July 31, 1986;")

**Copyright City of Calgary**

Box 6 (cont'd)

"World Satellite Concert, Olympic Arts Festival, Calgary 1988, Preliminary Report" by Audio Digital Inc., Ottawa, January 1985; and "A Proposal: OCONET, Draft #2, January 21, 1985" by John Russell, Vice President, Systems)

Representatives of Canada, 1985-1987. (Includes oversize plans)

Representatives of Canada Agreement, 1986-1987.

Transportation, 1985-1988. (1st of 3 folders; includes reports on requests by several airlines for exceptions from Section 416 of the Federal Aviation Act of 1985; notices and agenda of meetings of the Aircraft Accreditation Committee and of the Flight Access Control Committee; minutes of meeting of the Airport Committee, Olympic Family Transportation; reports)

Box 7

Transportation, 1985-1988. (2nd and 3rd of 3 folders)

Torch Relay, 1985-1987.

Accreditation, 1986-1988. (3 of 4 folders; includes copy of a Comprehensive General Liability Insurance policy; copy of lease agreement between OCO and the Calgary International Airport; minutes of an Accreditation meeting)

Box 8

Accreditation, 1986-1988. (4th of 4 folders)

Box 8 (cont'd)

Discretionary [Services], Material Management Program, 1986-1988. (2 folders; includes copies of Sub-agreements between OCO and the Government of Canada for Discretionary Services; minutes of Material Management Progress meetings)

Discretionary [Services], Interpretation Support and Training, 1986-1988.

Discretionary [Services], Terminology Support, 1986-1987.

Funding, Athletes' Village Program, 1986-1987. (Includes copies of Operational Funding Contribution Agreement between OCO and the Government of Canada)

Funding, Language Services Program, 1986-1988.

Funding, Volunteer Program, 1987.

Funding, Material Management Program, 1986-1987. (Includes draft report)

Volunteers, Federal Provincial, Municipal, 1985-1986.

Funding, Services Provided to OCO'88, 1987. (Includes copy of Sub-agreement between the Government of Canada and OCO for discretionary services; agenda for OCO'88/Olympic Office/DND meeting)

Box 9

Customs Correspondence, September 1987-[March 1988]. (2 folders)

Customs Correspondence, 1986-August 1987. (2 folders; includes correspondence from 1985, minutes of OCO'88/Canada Customs meeting, excerpts from Federal procedures and statutes)

Copyright City of Calgary

Box 9 (cont'd)

Customs Handbook Correspondence, 1986-1987.

Customs Handbook, 1986-1988. (Includes draft copies and final handbook)

Box 10

Tax and Duty, 1985-1988. (2 folders)

Federal Discretionary Services, General Correspondence, 1985-1988. (2 folders;

includes reports, and minutes of meeting between Department of National  
Defense and OCO'88)

Federal Discretionary Services Sub-Agreement, 1985-1987.

**SUB SERIES: CITY OF CALGARY AND GOVERNMENT OF ALBERTA**

**CORRESPONDENCE AND AGREEMENTS**

City of Calgary, Agreements, 1986.

City of Calgary, 1985-1988.

Province of Alberta, Nakiska Use Agreement, 1983-1986.

Province of Alberta Correspondence, 1985-1987.

Province of Alberta Meetings, 1986. (Includes agenda and minutes of Nakiska Course  
Testing Coordinating Committee meetings)

**SUB SERIES: GENERAL CORRESPONDENCE**

Box 11

Media Villages (Lincoln Park & Broadcast Hill), 1987.

**Copyright City of Calgary**

Box 11 (cont'd)

Medical Correspondence, 1986-1987.

Marketing, 1987.

XVOWG, MH [Mike Hamer], Media, 1985-1987. (2 folders)

Accommodation, 1985-1988. (Includes unofficial VIP Guest list)

Airport, Venue Planning, 1986-1988. (Includes copies of lease agreement between OCO and the Calgary International Airport; oversize charts; meeting notes from Airport/MAC Venue Management Meeting; minutes of meetings of Airport Venue Committee)

Ceremonies, 1987. (Includes draft copy of "Opening and Closing Ceremonies Procedures")

Clothing, 1986-1987.

CTV HB, Correspondence, 1986-1987.

LEP International Agreement, 1986-1987.

Federal Government Interdepartmental Meetings, n.d. (Notes)

Federal Board Report, 1986-1987. (Government of Canada Reports from OCO Board meetings)

Final Report, 1987-1988. (Re Federal Government guidelines for Final Report)

Box 12

Flags, Anthems, 1986-1987.

Government Partner Meetings, 1987. (Includes reports, agenda and minutes)

**Copyright City of Calgary**

Box 12 (cont'd)

Venue Access, 1986.

Immigration Submissions 1987, 1985-1987. (2 folders; second folder contains  
confidential resumé - RESTRICTED)

External Affairs, 1987-1988.

Venue Planning, 1987.

Visitations, 1986-1987.

Corporate Partner Recognition Program, 1986-1987. (Marked "Dead")

Educational Resource Kit, 1985-1987.

I.D. Card, 1985-1988.

I.D. Card Specifications and Procedures, 1986-1988. (Includes reports and draft  
copy of "Identity Card Manual")

Funding, Radio Licenses, 1986. (Marked "Dead")

Baggage Handling, 1986-1987.

Preview'88 Correspondence, 1986. (Includes budgets)

Access Control Volunteers, 1986. (Marked "Dead")

Annual Operating Plan, 1985-1986. (Includes budgets, reports)

Box 13

Variance Reporting, 1986. (Budgets)

Budgets, Reports, 1985-1988.

Budgets, Services, Cost Estimates, 1983-1984.

Box 13 (cont'd)

Security, Correspondence, 1985-1988. (Includes draft report, agenda of meeting of Alberta/Federal Interdepartmental Security Committee; notices of Olympic Federal Security)

Security, Airspace, 1986-1988. (Includes pamphlet, minutes of Airspace Control Committee meeting; notices, agenda and minutes of meetings of Airspace Sub-committee, Flight Access Control Committee, Aircraft Accreditation Committee, and Airspace Security Working Group)

**IV. Team'88 Services Group, IOC Relations Department, Correspondence and Other Material [multiple media]. -- 1984-1988; (predominant 1987-1988). -- .81 m of text. -- approximately 60 plans. -- 1 photo print.**

**Archival Description:** The main task of the IOC Relations Department was to plan and organize the Solemn Ceremony of the 93rd Session of the International Olympic Committee which was held at the Calgary Convention Centre on 1988 February 9, 10 and 11. Beyond this, the Department handled day-to-day liaison with the IOC.

Prior to 1987, the duties carried out by the Department had been taken care of by OCO President Bill Pratt and Chairman Frank King (see inventory to the records of the Executive Group, Series VIII and Series XI).

Val Wheeler was the Coordinator of the IOC Relations Department from late 1987 to the conclusion of the Games. She first appears in the organizational charts of OCO as a secretary within the Public Affairs (later, Communications) Group. She was part of the Community Relations Division and reported to Division Vice President Don Siler. By 1984 December, she was working directly for President Bill Pratt in a position listed as "Associate." By 1986 August, her position was defined as Coordinator, Board of Directors and as late as 1988 January some of the organizational charts and OCO correspondence still refer to her using this title. However, as early as 1985, Val Wheeler was also referred to as "IOC Liaison" and with the formation of the IOC Relations Department, she became Coordinator of this Department. She continued to report directly to Bill Pratt until 1987 when, as Coordinator of IOC Relations, she was part of the Team'88 Services Group and reported to Vice President Don Smith.

**Scope and Content:** The records from this Department are mainly from the years 1987 and 1988 although there is some material from earlier years. The files consist mainly of general correspondence and reference material. There was no particular order to these files as they arrived at the City of Calgary Archives.

Deteriorating "faxes" have been photocopied for preservation.

The title is based on the contents of the series and box labels.

A list of file titles follows.

**File Listing:**

Box 1

Lausanne, October 1986. (2 folders)

I.O.C. Meetings, February 1986, Lausanne, 1985-1986. (Includes copy of contract  
between IOC, NOC of Canada and Calgary)

International Olympic Committee, 1986. ("IOC decisions" - probably related to  
information in folders following)

[IOC Questions], 1986-1987. (Correspondence and reports on IOC Decisions and  
Questions)

Decisions - Answers, 1987.

Decisions - Answers, 1986-1987.

IOC/OCO'88 Decisions - Answers, 1987.

IOC/OCO'88 Decisions - Answers, 1987.

Box 2

Budget, 1987-1988.

C.O.A., 1987.

Francoise Zweifel, 1986-1988. (2 folders; includes notes from meetings; Madame  
Zweifel was the Secretary General of the IOC)

Raymond Gafner, 1987-1988. (Includes notes; Mr. Gafner was the IOC Administrateur  
délégué)

Gafner, 1987.

**Copyright City of Calgary**

Box 2 (cont'd)

J.A. S[amaranch], Sept. Visit, 1987.

J.A. Samaranch, 1985-1988. (Includes biography)

Hockey, 1987.

IOC Decisions, 1985-1987.

IOC Decisions, 1984-1988. (Most of the correspondence is addressed to Bill Pratt)

IOC General, Medals - Presentation, 1987-1988.

IOC General, 1987. (Includes correspondence on copyright to musical compositions)

[IOC General], Message Olympique/Olympic Message, No. 19, 12.1987.

[IOC General], 1987.

[IOC General], Champion d'afrique, juillet 1987.

Box 3

IOC Meetings, 1985-1987.

IOC Members, 1987-1988.

[IOC Members], Commissioners, n.d.

IOC Press Sub-Commission, 1985-1987. (Includes agenda and minutes of meeting)

IOC Reports, 1985-1987.

IOC Secretariat Hotel, 1987-1988.

IOC Solidarity, 1987-1988. (2 folders)

IOC Session, 1987-1988.

Session Badges, 1987.

**Copyright City of Calgary**

Box 4

Solemn Ceremony, 1987-1988. (Oversize plan, Calgary Centre for Performing Arts,  
Jack Singer Concert Hall, 1988 February 20 placed in Oversize Box 7)

[Solemn Ceremony], Speeches, 1988.

Language Services, 1987-1988. (Includes one photo print)

IOC Tickets, 1987.

IOC/VIP Arrivals and Departures [sic], 1987.

IOC Visit, February 1985, 1984-1985. (Includes information package)

IOC Workshop, Television, 1987.

Istanbul, 1987.

Los Angeles, 1984. (Speeches)

IOC Meeting Rooms, 1986-1988. (Oversize plan, Palliser Hotel, Eighth Floor Plan;  
and list, Palliser Hotel placed in Oversize Box 7)

[IOC], Meetings/Offices, 1987. (Originally, this file was found inside the file  
above, IOC Meeting Rooms, 1986-1988)

JAS [Juan Antonio Samaranch], 1987. (Oversize plans, Palliser Hotel floor plans,  
5 pp. placed in Oversize Box 7)

Convention Centre, Press, n.d. (Oversize plans re Istanbul Press Centre, and  
notes re 92nd Session of IOC in Istanbul placed in Oversize Box 7)

Seating, 1987. (Oversize plans, venue seating plans, 11 pp. placed in Oversize  
Box 7)

**Copyright City of Calgary**

Box 5

Palliser, Floor Plans, 1987. (Three sets of oversize floor plans, 24 pp. placed in Oversize Box 7)

Palliser, Accommodation, 1987-1988.

Palliser, Venue Minutes, 1987-1988. (Includes minutes of meetings of Palliser Hotel/Convention Centre Management Committee)

Hall of Fame, 1987-1988.

I.F.'s, 1986-1988. (Includes agenda of meeting of the IOC Executive Board and International Winter Sports Federations)

Marketing, 1987.

Medals, Ceremonies, 1985-1987.

NOC Tickets, 1987.

Olympic Identity Card, 1987. (Includes Olympic Identity Card Manual)

Olympic Forum, 1987.

Olympic Museum, 1987-1988. (Re museum in Lausanne)

Philately, 1987. (Correspondence re Philatelic Exhibition, Olympex'88; i.e. postage stamps)

Production & Advertising, 1987.

Sarajevo, 1987.

Seating, 1987. (Oversize plans, venue seating assignments, 25 pp. placed in Oversize Box 7)

Seoul Organizing Committee, 1987.

**Copyright City of Calgary**

Box 5 (cont'd)

Tickets, 1987. (Includes two versions of Ticketing Handbook; oversize inventory and copies of Olympic Ticket Update placed in Oversize Box 7)

Box 6

Flowers, 1987.

Media Tour, [1987].

Pageantry, 1987. (Includes Community Pageantry Handbook and Corporate Pageantry Handbook)

Transportation, n.d. (form letters [Istanbul])

## **OVERSIZE MATERIAL**

Oversize Box 7

Solemn Ceremony, 1987-1988. (Plan, Calgary Centre for Performing Arts, Jack Singer Concert Hall, 1988 February 20)

IOC Meeting Rooms, 1986-1988. (Plan, Palliser Hotel, Eighth Floor Plan; and list, Palliser Hotel)

JAS [Juan Antonio Samaranch], 1987. (Plans, Palliser Hotel Eighth Floor Plan; Palliser Hotel, Third Floor Plan; Palliser Hotel, Fourth Floor Plan; Palliser Hotel, Second Floor Plan; Palliser Hotel, Seventh Floor Plan)

Convention Centre, Press, n.d. (Plans re Istanbul Press Centre, and notes re 92nd Session of IOC in Istanbul)

Oversize Box 7 (cont'd)

Seating, 1987. (Plans, Saddledome, Hockey, Round Robin Games, Seating Plan;

Saddledome, Hockey Medal Games, Seating Plan; Saddledome, Figure Skating Seating Plan; Olympic Speed Skating Oval, Seating Plan; McMahon Stadium, Closing Ceremonies, Seating Plan; McMahon Stadium, Opening Ceremonies, Seating Plan; Corral, Hockey, Seating Plan; Corral, Figure Skating, Seating Plan; Max Bell Arena, Short Track Speedskating, Seating Plan; Father David Bauer Arena, Hockey/Figure Skating, Seating Plan; Max Bell Arena, Curling, Seating Plan)

Palliser, Floor Plans, 1987. (Three sets of plans: Palliser Hotel, Second Floor

Plan; Palliser Hotel, Third Floor Plan; Palliser Hotel, Fourth Floor Plan; Palliser Hotel, Fifth Floor Plan; Palliser Hotel, Sixth Floor Plan; Palliser Hotel, Seventh Floor Plan; Palliser Hotel, Eighth Floor Plan; Palliser Hotel, Ninth Floor Plan; Palliser Hotel, Tenth Floor Plan; Palliser Hotel, Eleventh Floor Plan; Palliser Hotel, Penthouse (coloured); Palliser Hotel, Mezzanine and Sub-mezzanine Floor Plans; Palliser Hotel, Ground Floor; Palliser Hotel, Lower Level; Palliser Hotel, Second Floor Plan; Palliser Hotel, Third Floor Plan; Palliser Hotel, Fourth Floor Plan; Palliser Hotel, Fifth Floor Plan; Palliser Hotel, Sixth Floor Plan; Palliser Hotel, Seventh Floor Plan; Palliser Hotel, Eighth Floor Plan; Palliser Hotel, Ninth Floor Plan; Palliser Hotel, Tenth Floor Plan; Palliser Hotel, Eleventh Floor Plan; with notes on room prices)

Oversize Box 7 (cont'd)

Seating, 1987. (Two sets of plans: Olympic Saddledome, Summary of Olympic Family

Rule 60 Seating Assignments, Hockey Medal Games; Olympic Saddledome, Summary of Olympic Family Rule 60 Seating Assignments, Hockey Round Robin; Olympic Saddledome, Summary . . . , Figure Skating; Stampede Corral, Summary of Olympic Family Rule 60 Seating Assignments, Hockey; Stampede Corral, Summary . . . , Figure Skating; Max Bell Arena, Summary of Olympic Family Rule 60 Seating Assignments, Short Track Speed Skating; Father David Bauer Arena, Summary . . . , Seating Assignments; Olympic Oval, Summary . . . , Seating Assignments; McMahon Stadium, Summary . . . , Closing Ceremonies; McMahon Stadium, Summary . . . , Opening Ceremonies; signed by Francoise Zweifel, 1987 September 29;

Stampede Corral, Summary of Olympic Family Rule 60 Seating Assignments, Hockey (3 copies); Stampede Corral, Summary . . . , Figure Skating (3 copies); Olympic Saddledome, Summary of Olympic Family Rule 60 Seating Assignments, Hockey Medal Games (3 copies); Olympic Saddledome, Summary . . . , Figure Skating (3 copies); Olympic Saddledome, Summary . . . , Hockey Round Robin (3 copies))

Tickets, 1987. (Olympic Ticket Update, Vol. 3 No. 1 May 1987; Master Inventory Request Form; Olympic Ticket Update, Vol. 1 No. 1 September 1986)

**V. Team'88 Services Group, Protocol Department, Correspondence and Other Material [multiple media]. -- 1985-1988. -- 1.56 m of text and other material.**

**Archival Description:** Approximately 1600 VIPs visited Calgary during the XV Olympic Winter Games. These included officials from all levels of government, diplomats, royalty, heads of state as well as members of the IOC, NOCs and representatives from other host cities and bid cities.

The mandate for the Protocol Department was to be responsible for "arrivals and departures; hosting; IOC hotel; receptions and meetings; and venues." Volunteer committees were formed in each of these areas of responsibility. The Department was also in charge of protocol training in areas such as hosting and announcing, as well as for such groups as volunteer drivers, service providers, hotel staff and access control coordinators (Official Report, p. 445).

Protocol (and its main program, Hosting) was part of OCO from the early years of its existence. In 1982, Protocol and Hosting were part of the Games Operations Group with the Department head reporting to the Vice President for Executive Operations. By 1983 August, however, Protocol was a "division" on its own with Associate Ingrid Ameli reporting directly to OCO President Bill Pratt. By early 1984, Protocol had been moved into the Operations Group (under Senior Vice President Pat Mitchell) and was one of the divisions under the Services Committee headed by Vice President John Pickett. By sometime in 1985 more changes occurred and the Protocol Department was made a division of the Olympic Family Department whose General Manager, Danny Russell, reported directly to Bill Pratt. The Olympic Family Department was unique in that it was not part of any of the four major Groups of OCO at that time, namely, Communications, Finance, Marketing or Operations.

With the organizational changes which occurred in 1986 August, Audra Hollingshead became Manager of the Protocol Department, and she reported directly to Pratt. This organizational arrangement seems to have remained in effect until early in 1987 at which time the Team'88 Services Group was created. Protocol was made a department in this Group and Manager Hollingshead reported to Vice President Don Smith. This reporting structure remained until the conclusion of the Games.

**Scope and Content:** Although Ingrid Ameli was the Associate in charge of the Protocol department/division for a brief time, this series of records consists almost exclusively of Audra Hollingshead's documents created from the time she became Manager. The vast majority of the records are from the years 1986 to 1988, with only a very few documents predating this time. Ingrid Ameli's files may be found in the next series of records, that being Series VI, records of the Hosting Program, Protocol Department.

There are three sub series in this series of records, Day Files, General

**Copyright City of Calgary**

Correspondence and Miscellaneous Files. Only the second sub series was arranged alphabetically.

The other material consists of 51 plans, one pin and one photo print.

Oversize material has been placed either in an oversize Hollinger storage box or into map folders. Notations have been made where this has been done.

The title is based on the contents of the series.

A list of file titles follows.

**File Listing:**

**SUB SERIES: DAY FILES**

Box 1

Audra Hollingshead, December 1 [1987] to [March 1988].

Audra Hollingshead, Day File, August 1987 to November 27, [1987]. (2 folders)

Audra Hollingshead, Day File, June 1, 1987 to July 31, 1987. (2 folders)

Audra Hollingshead, Day File, April 1, 1987 to May 31, 1987.

Box 2

Audra Hollingshead, Day File, from Jan. 1987 to Mar. 31, 1987. (2 folders)

Audra Hollingshead, Day File from June 1986 to December 1986. (2 folders)

**SUB SERIES: GENERAL CORRESPONDENCE**

Airport Venue Committee, 1986-1987. (Includes agenda and minutes of meetings  
and reports)

Albertville, France, 1985-1988. (1st of 2 folders)

Box 3

Albertville, France, 1985-1988. (2nd of 2 folders)

Bio[graphies], Notes, n.d. (c.1986-87) (Biographies of politicians, dignitaries,  
OCO Board of Directors; includes photo print of Peter Lougheed)

1987-1988 OGP Budget.

**Copyright City of Calgary**

Box 3 (cont'd)

Chart, 1987.

City of Calgary, 1987. (Includes lists/addresses of dignitaries from other host cities and members of Council)

Commissions, 1985-1986. (Includes draft and copy of Report to the IOC Press Commission, November 1985)

CTV, 1987-1988.

Contributor Program, 1987.

Countries, n.d. (Lists)

Design of the XV Calgary Olympic Winter Games, 1986. (Includes report: "The Design of an Effective Protocol System for the XV Olympic Winter Games")

Document Control, 1986. (Includes a report of a "records management" system for original document retrieval and control)

Distinguished Visitors Committee, 1987-1988. (Includes notice, agenda and minutes of meetings)

Box 4

Editorial Board, 1987.

E.M.T. Submissions, 1986-1987.

Equipment Needs, 1987.

Federal Government, 1987.

Flags, 1986-1988. (Includes press release)

**Copyright City of Calgary**

Box 4 (cont'd)

Final Report, 1986-1988. (Final reports of the Department and its Divisions)

Flowers, 1985-1987.

Flowers, File No. 2, 1987. (1st of 2 folders)

Box 5

Flowers, File No. 2, 1987. (2nd of 2 folders)

Forms of Addresses, 1987.

Food Services, Governments, Saddledome, 1987-1988.

Gala (Olympic Eve), 1987-1988.

GV, Material, 1987-1988. (Refers to VIPs expected at/invited to the Games)

Gift Store & Gifting, 1986-1987.

Glenbow Museum, 1988. (Re "The Spirit Sings")

Box 6

Gov[ernor]-Gen[eral], 1988. (Includes programme for visit)

Douglas Hagerman, 1987-1988. (D. Hagerman was Protocol Volunteer Chairman,  
Venues)

Hall of Fame, 1987. (Re Luncheon and Dedication Ceremony)

Health Services, 1987.

Hidy & Howdy, 1987.

Handbook, 1987.

Box 6 (cont'd)

Host/Hostesses/Hosting, 1987-1988.

I.O.C. Re: General, 1987.

I.O.C. Session, Berlin Meetings, 1985. (Includes copy of Record'88, Annual Report 1985)

Indians, 1986-1987.

Invitations, 1986-1987.

Invoices, 1986.

Dorothy Joudrie, 1988. (Ms. Joudrie held the position of Volunteer Protocol Chairman for the Palliser Hotel from 1987 January 1 until her resignation, 1988 February 15; other reports suggest she may have held this position as early as 1986 September. An organizational chart for 1987 November lists her as being in charge of Guest Management under Venue Chairman Don Heasman.)

Limited Edition Sweaters, 1986.

Medals, General, 1986-1987.

Miscellaneous, 1986-1987.

Opening & Closing Ceremonies, 1987-1988.

Pageantry, Pictograms, Banners, 1986.

Palliser Hotel, 1987. (Includes organizational chart for this venue)

**Copyright City of Calgary**

**Box 7**

Programs, 1986-1988. (Includes copy of "Welcome to Calgary" message from Premier Getty)

Princess Anne, 1986-1988. (Includes The 1986 Visit to Canada of Her Royal Highness The Princess Anne, June 20 to 26, 1986; an article on Princess Anne as the Princess Royal)

Protocol Department, 1986-1987. (Includes organizational charts)

Protocol Dept. Meetings, 1987-1988. (Includes agenda and minutes)

Protocol Policy, 1986-1987.

Provincial Government, 1987. (Includes "Policy: Government of Alberta Ticket Strategy, XV Olympic Winter Games" chart)

Receptions and Meetings, 1987.

Royal Bank, 1986-1987.

Royal Toilets, 1987.

Royal Family, British, 1987.

Royal Box, 1987-1988.

Saddledome, 1986-1987. (An oversize plan has been placed in Oversize Box 13)

**Box 8**

Seating, 1986-1987. (Oversize plans have been placed in Oversize Box 13)

Security, 1986-1987.

Signage, 1987.

**Copyright City of Calgary**

Box 8 (cont'd)

Site Announcers Material & Style for Writers, 1986-1987.

Social Calendar, 1986-1988.

Seoul, Korea, 1987-1988. (Includes luggage tags)

Solemn Ceremony February 9, 1988, 1986-1987. (Oversize plan has been placed in a map folder and labelled with the series and file titles.)

Art Smith, 1987-1988. (Includes agenda and minutes of meetings of the Protocol Officers; Art Smith was Chairman of this Committee)

Don Smith, 1987. (Re Olympic Family VIPs)

Spain, 1988.

Standards for Greetings, 1986. (Includes notes)

Sweden, 1986-1988. (Includes pamphlets for 1992 bid)

Taipei, Taiwan, 1986-1987. (Includes flag, and "Address to the Lions Club International Convention" by the President of the Republic of China, H.E. Mr. Chiang Ching-kuo)

Telecommunications, 1986-1988.

Tickets, General, 1986-1988.

Box 9

Ticketing Policies, 1985-1987.

Ticket Pool, 1987.

Tours, 1986-1988.

**Copyright City of Calgary**

Box 9 (cont'd)

Transportation, 1986-1988. (Includes OCO'88 Transportation Department Volunteer Driver Manual)

USSR Personnel, 1986-1987.

United States (General), 1986-1987.

Venues (General), 1987.

Villages, 1986-1987. (Includes report on Language Service Program; oversize plans have been placed into Oversize Box 13)

VIP Lists, 1988.

VIP Calendar and Invitations, 1987.

VIP & Athlete Gifting By Sponsors, 1987.

VIP Lounges, 1986-1988. (Oversize plans have been placed in Oversize Box 13)

Box 10

VIP Sub-Committee, 1986-1987. (Includes minutes and agenda)

Volunteers, 1986-1987. (Includes Guidelines for the Use of the Volunteer Policies and Procedures Manual)

Welcome Kit, [1988]. (Copy of [IOC] Welcome Kit, includes GM Olympic pin; map of Canada, Curling Canada and a Directory booklet on Calgary among other information)

Oversize charts of IOC Members, n.d. (Information on arrivals, departures, hotel, accreditation, guests)

**SUB SERIES: MISCELLANEOUS**

Box 10 (cont'd)

Final Report, Hosting Program by Unni S. Claridge, Chairman, Hosting Committee,  
1988. (Duplicated elsewhere, but this may be the best copy)

VIP Lists, 1987-1988.

Accredited Seating, Rule 60, 1988. (Lists)

[System User Manuals], 1987. (Contains information on accommodation)

Box 11

[Palliser Hotel and Convention Centre], 1987-1988.

Telephones and Addresses, n.d. (Board of Directors, CODA, etc., **RESTRICTED**)

President Block Allocation, 1986. (Lists)

General Rules for Flying . . . the Canadian Flag, 1978. (Pamphlet)

[User System Manuals], 1987.

Bid Cities, 1987-1988. (2 folders; includes pamphlets from 1994 candidates Ostersund,  
Sweden and Anchorage, Alaska)

[Native Biographies], n.d. (1st of 3 folders; sketches and brief biographies of  
significant native leaders, mounted on foam core)

Box 12

[Native Biographies], n.d. (2nd and 3rd of 3 folders)

## **OVERSIZE MATERIAL**

Oversize Box 13

Saddledome, 1986-1987. (Plan: Olympic Saddledome, Seating Plan)

Seating, 1986-1987. (Plans: McMahon Stadium, Seating Plan; Olympic Saddledome, Seating Plan; Corral, Seating Plan (2 pp.); Max Bell Arena, Seating Plan; Olympic Speed Skating Oval, Level 2 Floor Plan; Father David Bauer Arena, Upper Level/Seating Plan; Canada Olympic Park, O.T.C.-Level 1 Floor Plan; Canada Olympic Park, Ski Jump Area Site Plan; Canmore Nordic Centre, Preliminary Site Plan Olympics 1988; Mount Allan, Base Area Daylodge-Second Floor)

Villages, 1986-1987. (Plans: "Calgary Athletes Village," University of Calgary Site Plan (8 pp.); Athletes Village--Canmore, Ancillary Works, (7 pp.))

VIP Lounges, 1986-1988. (Plans: Olympic Volunteer Center, Second Floor Plan; Olympic Saddledome, Seating Plan; Canada Olympic Park, Ski Jump Area Site Plan; Canada Olympic Park, Site Plan; Olympic Speed Skating Oval, Large Scale Plan of Administration Area; Olympic Speed Skating Oval, Level 2 Floor Plan; Canmore Nordic Centre, Preliminary Site Plan Olympics 1988; Canmore Nordic Centre, Daylodge-Ground Floor Plan; Father David Bauer Arena, Upper Level/Seating Plan; Mt. Allan/Nakiska Site, Base Area Site Plan; Max Bell Arena, Second Floor Plan; Mount Allan, Base Area Daylodge - Second Floor; Mt. Allan Nakiska Site, Mid-Mountain Site Plan; Mount Allan, Mid Mountain Lodge; McMahon Stadium, Site Plan;

Copyright City of Calgary

Oversize Box 13 (cont'd)

Olympic Saddledome, Event Floor Mezzanine North East Plan; Olympic Saddledome, Mid-Concourse Mezzanine; Olympic Saddledome, Box Level;

Max Bell Arena, Second Floor Plan, Curling;

Mount Allan, Base Area Daylodge-Second Floor;

Olympic Saddledome, Event Floor Mezzanine, North East Plan; Olympic Saddledome, Mid-Concourse Mezzanine; Olympic Saddledome, Box Level;

Canada Olympic Park, Fischer House Floor Plan; Canada Olympic Park, O.T.C.-Level 1 Floor Plan;

Canmore Nordic Centre, Preliminary Site Plan Olympics 1988; Canmore Nordic Centre, Daylodge-Ground Floor Plan;

Olympic Speed Skating Oval, Large Scale Plan of Administration Area)

Oversize Charts of IOC Members, n.d. (Charts (15 pp.))

**Oversize Material** placed in **map folder**: (Map Cabinet 1/2)

Solemn Ceremony February 9, 1988, 1986-1987. (Plan: Calgary Centre for Performing Arts, Jack Singer Concert Hall)

**VI. Team'88 Services Group, Protocol Department, Hosting Program [multiple media]. -- 1979-1988; (predominant 1982-1988). -- 1.82 m of text. -- 10 posters. -- 4 cultural historic items.**

**Archival Description:** In 1983 April, Ingrid Ameli was hired by OCO'88 to be a Language Consultant in German. By August of that year, she became Protocol Officer and is listed in OCO's organizational charts as Associate, Protocol. She reported directly to President Bill Pratt. During this time, she is also referred to as Coordinator, Protocol, a title maintained in her correspondence as late as 1987 May. From 1984 to 1986, Protocol was part of the Operations Group (see Archival Description of Series V above), and Ingrid Ameli's reporting lines followed accordingly. It was also during 1984 that she took on greater responsibilities for the Hosting Program of the Protocol Department and in this capacity she became known as Coordinator, Hosting. She was responsible for the Hosting Training Committee which later became the Volunteer Training Committee and for the Gifting Program carried out by OCO. In 1986, the Protocol Department was once again under the direct control of President Pratt, and Ms. Ameli reported to Manager Audra Hollingshead.

Numerous visitors came to Calgary prior to and during the XV Olympic Winter Games, and because of this, the Hosting program was an essential part of OCO'88 from its early days. The mandate of the Hosting Committee, as approved on 1985 June 24, was to "act as an identifiable forum for the voice of all volunteer hosts of the volunteer hosting program of OCO'88," and to "act as a liaison between all volunteer hosts and other bodies such as: - The Olympic Family - OCO'88 Management and Staff - OCO'88 Protocol Department - Volunteer Training Committee - Other volunteer groups of OCO'88 and all other such groups and committees as may be formed from time to time under the auspices of OCO'88" (see attached appendix).

Besides hosting visitors, other areas of responsibility for those in this program included the training of volunteers (including the development of a Training Manual), supervising the gifting program, language services and conducting venue tours. In later years, some of these duties were assumed by other departments of OCO. At Games time, there were 637 volunteer hosts (Official Report, p. 447).

The Hosting Program remained within the Protocol Department until the conclusion of the Games, and, as such, became part of the Team'88 Services Group with its creation in early 1987. Even by Games time, however, Ingrid Ameli was sometimes referred to as Staff Liaison to the Hosting Committee, Operations Group.

**Scope and Content:** There are five sub series within this series of records: Day Files, General Correspondence, Program and Committee Files, Training Manuals and Venue Posters. The second sub series is arranged in alphabetical order (with some exceptions) and concludes with a number of "Visitors to Calgary" files which often

include itineraries of VIP visitors to Calgary. The last sub series consists of a number of "posters" from the various Olympic Venues. Although the OCO Box label had disappeared from the box containing these posters when it arrived at the Archives, it had the hand-written label on it, "Ingrid Ameli, Protocol," and so has been placed in this series of records. Each poster consists of a large colour photograph of a particular venue and a colour sketch showing the pageantry chosen for that particular venue. These posters are mounted on a "display board," and are located in the map cabinet.

Most of the material in the two sub series Program and Committee Files, and Training Manuals came to the City of Calgary Archives as the result of an "accrual" of OCO records which had been stored at Kestrel Data. A number of boxes of records had been intended for the Archives, but had mistakenly been sent to Kestrel, the company responsible for the storage of OCO's financial records. A few files from this material were also added to the sub series Day Files and General Correspondence. All of the accrued material from the Team'88 Services Group was material from the Protocol Department.

The title is based on the contents of the series and box labels.

A list of file titles follows.

**File Listing:**

**SUB SERIES: DAY FILES**

Box 1

Ingrid Ameli, Day File, November 1984 to [March 1985].

Ingrid Ameli, Day File, April 1, 1985 to [November 1985]. (2 folders)

Ingrid Ameli, Day File, December 1, 1985 to [December 31, 1985].

Ingrid Ameli, Day File, Protocol, January to June 1986. (2 folders)

Ingrid Ameli, Day File, July to September 1986. (1st of 2 folders)

Box 2

Ingrid Ameli, Day File, July to September 1986. (2nd of 2 folders)

Ingrid Ameli, Day File, October to December 1986.

Ingrid Ameli, Day File, January 1987 to February 1987.

Ingrid Ameli, Day File, March 1987.

Ingrid Ameli, Day File, April 1987. (3 folders)

Box 3

[Ingrid Ameli,] Day File, May, June, July 1987. (3 folders)

[Ingrid Ameli,] Day File, August, September, October 1987. (3 folders)

[Ingrid Ameli,] Day File, October 1987.

[Ingrid Ameli,] Day File, November, December 1987. (2 folders)

Box 4

[Ingrid Ameli,] Day File, January, February 1988. (2 folders; includes copy of the "XV Olympic Winter Games, Gifting Report," 14 March 1988; and material from 1984-1985, regarding reprints of the [Volunteer] Training Manual)

**SUB SERIES: GENERAL CORRESPONDENCE**

Accommodation, 1987.

Accreditation, 1987.

Alberta Crafts Council Gifts, 1986-1987.

Arrivals, Departures, 1988.

Albertville, France, 1987.

ATCO, 1987.

Attaches, n.d.

Biathlon ICC'86 Meeting, August 17 - 23.

Canadian Ski Council, 1986. (Incl. manual on the Canadian Ski Industry)

Ceremonies Info[rmation], 1987-1988.

Clothing Program - 1988, 1985-1987.

Clothing, Expo'86, 1985.

Country Information, 1986.

C.T.V. HB, 1986. (Includes brief biographies of CTV Broadcast Unit senior management)

Gifts/Promotions, Attendance, Pre-Olympics, 1985.

Gifts/Promotions, Gift program "File", 1986. (Includes diskette)

**Copyright City of Calgary**

Box 4 (cont'd)

Gifts/Promotions, General, 1985. (Correspondence of Pat Mitchell and Bill Nield  
with Bill Pratt)

Gifts/Promotions, Magnetic Signs, 1983. (Includes sample of decals and correspon-  
dence of William Wardle, Vice President, Marketing)

Gifts/Promotions, Presentation Schedule, 1983-1985.

Box 5

Gifts/Promotions, Giftstore, 1985-1987.

Gifts/Promotions, Gift Program Committee, 1987.

Volunteer Training Manual, 1985. (2 copies)

Hosting Assignments, 1985.

Hosting Assignments, 1986.

Hosting Assignments, 1987.

Hosting Committee, 1986-1987. (Includes agenda and minutes)

Host/Hostesses, Foreign/Out of Town, 1987.

Hosting-Interviewing Sub-Committee, 1987. (Includes minutes)

Box 6

Hosting, Language Services Correspondence, 1987. (Includes agenda of Protocol

Hosting/Language Services meeting; minutes of Cross Country/Nordic

Combined- /Biathlon Test Event Organizing Committee meeting)

**Copyright City of Calgary**

Box 6 (cont'd)

IOC Secretarial Assignment/Sarajevo, L.A., 1983-1985. (Report of Ingrid Ameli,  
Protocol Assistant, September 1983)

I.O.M.C. International [International Olympic Committee Medical Commission], 1987.

Language Services Committee, 1984-1985. (Minutes, notice of meeting)

Language Services, L.A., Lake Placid, Sarajevo, 1979-1987.

Milestones, 1987.

Native Information, 1985-1987. (Includes Federal Government report on the Lubicon  
Lake Band Land Claim)

NOCs, General, 1986-1987.

Operations Minutes, 1987-1988. (Includes agenda and minutes of meetings of the  
Hosting Committee, Operations Group; notes on Chairman's meeting)

Program Planning, 1985. (2 folders)

[Special Events], Calgary Stampede, 1983-1986. (Includes Media Guide)

Special Events, Cross Country Championship, 1985.

Special Events, F.I.L. Congress, July 1-7, 1985.

Box 7

[Special Events], Los Angeles 1984.

[Special Events], Universiade'83, Report of the Organizing Committee, [1983].

[Special Events], Universiade Protocol, 1983-1985.

Special Events, World Cup Panorama, 1985. (Includes brochures)

**Copyright City of Calgary**

Box 7 (cont'd)

Special Events, World Cup Sunshine, 1985. (Includes brochures/manuals/pamphlets)

Box 8

Special Projects, FIBT'84, 1984. (Includes newsletters and information package)

Special Projects, FIS Trainers Seminar, 1987.

Special Projects, NOC Visit, February 24/86, 1985-1986.

Special Projects, Royal Visit, June 21/86. (Includes notes on meetings)

[Special Events], Sponsor Conference, July'87.

Special Events, IOC/IF Meetings, 1985.

Staff Additions, 1987.

Training Session, 1984-1986. (Includes questionnaires)

Travel Abroad, OCO Staff, 1983-1987.

Venue Tours, 1986-1987.

Venue Planning, General, 1984. (Includes information from Los Angeles; Venue  
Planning Manual, n.d.)

Visitors, Special Venue Tours & Visits, 1985-1987.

Visitors, General, 1982-1986. (The 1982 correspondence is of Jack Wilson, Vice  
President of Sports; Ingrid Ameli's correspondence begins in 1984 June)

VIP Visits, Prince Albert, 1987.

**Copyright City of Calgary**

**Box 9**

VIP Visits, Marat Gramov, 1987. (Marat Gramov was Chairman of the USSR State Sports Committee)

VIP Visits, J.A. Samaranch, 1983.

VIP Visits, Dr. Emmy Schwabe, 1982-1986. (Much of the correspondence is in German; Dr. Schwabe was protocol consultant for many Olympic Games)

VIP Visits, Prince Takeda, 1983.

[VIP Visits], Vladislav Tretjak Visit, 1986-1987.

[Visitors to Calgary], John Pickett, 1982-1985.

Visitors to Calgary, March 1983 - September 1984. (2 folders)

Visitors to Calgary, October 1984 - April 1985. (2 folders)

Visitors to Calgary, May 1985 - September 1985. (1st of 2 folders)

**Box 10**

Visitors to Calgary, May 1985 - September 1985. (2nd of 2 folders)

Visitors to Calgary, October 1985 - December 1985.

Visitors to Calgary, January 1986 - February 1986.

Visitors to Calgary, March 1986 - April 1986. (2 folders)

Visitors to Calgary, May 1986 - June 1986. (2 folders)

Visitors to Calgary, July 1986 - August 1986.

**Copyright City of Calgary**

**Box 11**

Visitors to Calgary, September 1986.

Visitors to Calgary, October 1986. (2 folders)

Visitors to Calgary, November 1986 - December 1986. (2 folders)

Visitors to Calgary, January 1987.

**Box 12**

Visitors to Calgary, February 1987. (2 folders)

Visitors to Calgary, March 1987 - April 1987. (2 folders)

[Visitors to Calgary, April 1987.]

Visitors to Calgary, May 1987 - June 1987.

Visitors to Calgary, July 1987 - August 1987.

Visitors to Calgary, September 1987 - October 1987. (1st of 2 folders)

**Box 13**

Visitors to Calgary, September 1987 - October 1987. (2nd of 2 folders)

Visitors to Calgary, November 1987 - December 1987.

Visitors to Calgary, January 1988 - February 1988. (Incl. correspondence from 1987)

**SUB SERIES: PROGRAM AND COMMITTEE FILES (1984-1986)**

[Venues/Pageantry], n.d.

Clothing Program, 1983-1985.

**Copyright City of Calgary**

Box 13 (cont'd)

Clothing, COA, 1985.

OCO'88, Clothing Program, August 1985.

Clothing, Orders for City of Calgary Aldermen, 1985.

Clothing, C.O.C. Volunteers (100), 1985-1986.

Clothing Orders, Dress Shirts, Golf Shirts, 1985.

Clothing Inventory, 1986.

Clothing, Los Angeles, 1984-1985.

Games Operations, A Departmental Plan, June 16, 1983. (Manual)

Languages Services Committee, 1986. (Includes notices and minutes of meetings)

Box 14

[Pre Olympic Events], 1985.

Hosting Committee, 1984-1986. (2 folders; includes notices and minutes of meetings)

IOC/IF Congress, Feb. 25-Mar. 2/85, World Cup Ladies, Mar. 4-Mar. 9/85, World Cup  
Men, Mar. 4-Mar. 9/85. (2 folders; includes minutes of meetings, information  
booklet)

Clothing Committee, 1984-1985. (2 folders; includes notices and minutes of meetings)

**SUB SERIES: TRAINING MANUALS**

Host/Hostess Training Manual, LAOOC, 1984. (2 folders)

Copyright City of Calgary

Box 15

Hostess Training Manual, Lake Placid, Innsbruck, 1979.

Los Angeles Olympic Organizing Committee, Resource Information for OCO, 1983.

(2 folders)

**SUB SERIES: VENUE POSTERS**

[Venues/Pageantry], n.d. (The posters have been placed in Map Cabinet 1/3 and are

as follows: Canada Olympic Park - Bobsleigh & Luge Run; Canada Olympic Park - Ski Jump; McMahon Stadium; reverse side - "Show the Spirit With Olympic Pageantry"; Calgary Centre for Performing Arts; Mt. Allan - Nakiska; Canmore Nordic Centre; Mount Allan - Nakiska; Olympic Saddledome; Olympic Saddledome (Kiss & Cry Area) [Sketch only])

**VII. Team'88 Services Group, Protocol/Olympic Family Department, Correspondence and Other Material. -- 1984-1987. -- .25 m of text.**

**Archival Description:** For much of 1984-1985, Danny Russell was the Vice President of the Legal Department of OCO'88 and reported directly to President Bill Pratt. Subsequent to this for a brief period, Russell was named General Manager of the Olympic Family Department under which Protocol was a division. This series of records was created by Mr. Russell in his capacity as General Manager, Olympic Family Department although in some of the correspondence he is referred to as Vice President, Legal. In both capacities, Russell reported directly to President Pratt.

**Scope and Content:** Some of the documents in this series of records are from dates later than 1985 and the original moving box for these documents was labelled "Hosting, Misc. binders." No doubt Mr. Russell's records were combined with other "miscellaneous" documents during the packing process. Nevertheless, all material have been maintained together in this series just as they arrived at the City of Calgary Archives.

The title is based on the contents of the series and box labels.

A list of file titles follows.

**File Listing:**

Box 1

Volunteer Training Manual, Up-Date 1987.

NOC/IF Meetings, February/March 1985, Calgary, 1984-1985. (4 folders)

Torch Relay, 1986-1987. (2 folders; route maps)

Box 2

Lexicon of Terms Related to the Sports of the XV Olympic Winter Games, 1987.

(2 folders)

Go for the Gold, n.d. (2 copies; trivia game with Olympic-related questions)

Corporate Item List, 1987. (2 folders)

**VIII. Team'88 Services Group, Accreditation Department, Correspondence and Other Material [multiple media]. -- 1976-1988; (predominant 1986-1988). -- 6.1 m of text and other material.**

**Archival Description:** OCO'88 issued 39,121 accreditations and an extra 9,000 cards were reissued at rebadging centres. Olympic Accreditation Cards identified and visually displayed the privileges to which the individual card holder was entitled. Of all those involved in the XV Olympic Winter Games, only the ticket-holding spectators were not identified and accredited. (see XV Olympic Winter Games: Official Report, p. 451).

The Accreditation Department first appears on an organizational chart of OCO in 1984 and for at least two years was part of the Operations Group under Vice President Bruce Cleveley and the General Manager of the Services Division, John Pickett. Claire Potvin's name first appears in the OCO Annual Report of 1986 May in which she was listed as Manager of Accreditation, a position she retained until the end of the Games. In 1986 August, the position of General Manager, Services became vacant and, by the next month, Ms. Potvin was reporting to the General Manager of the Volunteers Division, Russ Tynan, still within the Operations Group. This reporting structure remained in effect until the spring of 1987 when both the Volunteer Division and the Accreditation Department were moved into the newly created Team'88 Services Group. By 1987 September, Claire Potvin was reporting directly to the newly-appointed Vice President, Don Smith.

**Scope and Content:** This series has been arranged into six sub series as follows:

General Correspondence: These files are generally arranged into alphabetical order. The files in Box #8 deal almost exclusively with the accreditation of volunteers. Oversize material has been removed and placed into an oversize Hollinger box which has been placed at the end of the sub series (Box #9); other oversize plans have been placed into a map folder and put into the map cabinet.

NOCs, IFs, and Trouble Files: These files have been placed into alphabetical order according to the abbreviated titles of the NOCs (National Olympic Committee), IFs (International Sporting Federation) or other organization. On the files where the abbreviated term first appears, the full term (when known) has been added to the title and placed in square brackets. The "Trouble Files" are files of correspondence focusing upon the particular concerns of an organization.

Broadcasters and Government: The material in this sub series consists of correspondence and accreditation lists dealing with the accreditation of broadcasters throughout the world. It also includes material on the accreditation of federal, provincial and municipal government representatives.

Service Providers: These files are in alphabetical order with a few "miscellaneous" files at the beginning. This series consists mainly of accreditation lists with some correspondence.

Printouts and Forms: This sub series, randomly arranged, consists of accreditation reports and lists, with some sample packages of the various types of accreditation application forms. Duplicates of these were removed.

Miscellaneous Accreditation Information: Most of this material arrived at the Archives in no particular order. Some of it was loose and untitled. This material has been placed into folders and titled according to the subject of the contents of each folder, or given the title "Miscellaneous." In each instance, the title was placed in square brackets. As in previous sub series, much of this information consists of various forms of accreditation lists. Obvious duplication was removed.

As with the material in other Groups and Divisions of OCO, many of the files contain faxed correspondence, some of which is beginning to fade severely. As a consequence, all faxed material has been photocopied for purposes of preservation.

Other material in this series includes 24 plans, six blueprints and approximately five photo prints.

The title is based on the contents of the series and box labels.

A list of file titles follows.

**File Listing:**

**SUB SERIES: GENERAL CORRESPONDENCE**

Box 1

Access Control, 1987. (Includes minutes of Access Control Committee meetings)

Access Control, Volunteer Training, 1987. (Includes minutes of Access Control  
Training Committee meetings)

Accreditation Centres, Equipment, 1987.

Accreditation Forms, 1987. (Oversize blueprints were placed in Oversize Box #9)

Accreditation Processing Scheduling, 1987-1988.

Accred[itation] Summary, 1987.

Accred[itation] Manpower Projections, 1987.

Accreditation Training, 1987.

Airport, M.A.C. Venue, 1987-1988. (Includes agenda and minutes of meetings)

Alpine '86 NORAM & '87 Test Event, 1987.

ANOC [Association of National Olympic Committees], 1987. (Includes reports)

Arrival Count, 1988.

Articles, 1987. (Magazine and newspaper articles on XVOWG)

Athletes, Count, Country, 1988. (Summary Count of Athletes)

Athletes' Village, Calgary, 1986-1987. (Includes agenda and handbook)

Athletes' Village, Canmore, 1987-1988. (Includes agenda and report on Operations  
Workshop, June 1987; agenda and minutes of Operations Committee meeting)

Board of Directors, 1986.

**Copyright City of Calgary**

Box 1 (cont'd)

British American Bank Notes, 1986-1987. (Includes sample ID card)

Broadcasters' Accreditation, 1987. (Summaries of Broadcast contracts)

Box 2

Broadcaster[s], General, 1987.

Budget, 1987-1988.

Calgary Convention Centre, 1987-1988. (Includes minutes of meeting)

Canada Olympic Park, 1987. (Includes minutes of Venue management meetings and  
Venue handbook)

Accreditation, Calgary Police Services, 1986-1987.

Canmore Nordic C[entre], 1986. (Includes Team Service Providers Program handbook)

Canmore Re-Badging, 1987.

Certification of Athletes, 1986-1987.

Accreditation, COA, 1986-1987. (Includes newsletters of COA, [Olympinfo](#))

CODA, 1986-1988.

Commonwealth Games, 1986. (Includes Accreditation Manual and other accreditation  
information)

CTV/HB, 1986-1987. (Includes reports on COBUC meeting, Nov. 1986)

Box 3

Customs, 1987. (Includes handbook)

**Copyright City of Calgary**

Box 3 (cont'd)

Day Passes, 1988. (Includes handbook, sample pass, draft policy)

Day Passes, Requests, 1988.

Demo[nstration] Sports, 1986-1987.

Digitech, Access Control, 1986-1987. (Re card read system)

Disabled Skiing, 1987.

Eligibility, 1986. (Correspondence with Walter Troeger, Sports Director, IOC)

FISU, n.d. (Includes Accreditation Manual from Universiade'83)

Flames Owners, 1988. (Includes minutes of meeting with Flames owners; oversized plans have been placed in Oversize Box #9)

GAISF [General Association of International Sports Federations], 1987. (Includes agenda and program for General Assembly, 1987)

GV, Gov[ernment], Al[ber]ta, 1987.

Accreditation, Government of Canada, 1986-1988.

Government Accred[itiation], 1987. (Re draft policy)

[Government Accreditation], City of Calgary, 1987. (Re draft policy)

Hockey, Olympics, 1987. (Includes Team Service Provider program)

Accreditation, IF's, 1986-1987.

I.D. Card, Staff, Volunteers, 1987. (Includes minutes of Security/ID Card meeting)

IOC, 1985-1987. (3 folders; includes ID cards, invitation)

**Copyright City of Calgary**

Box 4

Kodak, 1986-1987. (Re security cards)

Lake Placid, 1979. (Re accreditation)

Language Services, 1987. (Includes Language Services Program)

Accreditation, LAOOC, 1983-1988.

Marketing, 1986-1987. (Includes program for Sponsor Conference, Oct. 1986)

Max Bell Arena, 1987.

Accreditation, Media, 1985-1988. (Includes IOC Media Guide; minutes of meeting of  
IOC Press Sub-commission)

Media, Quotas, 1987.

Media Village, 1987.

Medical, 1987.

Montreal Report, n.d.

NOC Services, 1986-1988.

NSGB's Tix, 1987. (Re ticketing requests)

Olympic Accreditation Card, 1986-1988.

OCO'88 Olympians, 1986.

Box 5

Olympic Family, Seating, 1986-1987. (2 folders; Includes Olympic Ticket Update,  
Vol. 1, No. 1, Sept. 1986; oversize plans have been placed into Oversize  
Box #9)

**Copyright City of Calgary**

Box 5 (cont'd)

Olympic Identity Card 2, 1987. (Includes policy manuals)

Olympic Identity Card 1, 1986-1987.

Olympic Accred[itation] Program, 1986-1987. (Includes manuals)

Organizational Charts, n.d.

Olympic Identity Card Inventory, 1987-1988. (ID card allocations lists; control sheet forms)

OIC Mailings Info[rmation], 1987.

Olympic Village, LAOOC, n.d. (Notes)

Palliser Hotel, 1987-1988. (Includes minutes of meetings)

1987 Pan-Am Games, 1987. (Includes handbook and policy manual)

Box 6

Participation, General, 1987.

Past Games, Appl[ication] Forms, 1976-1984. (Includes forms from Universiade'83, Edmonton; Sarajevo; Los Angeles; Lake Placid; Edinburgh'86; Pan Am Games; Montreal'76)

Preview'88, 1986-1987. (2 folders; includes Bill Pratt's ID card and policy manual)

Planning, 1986-1987.

Production and Advertising, 1986-1987.

Protocol, 1986-1987.

Accreditation, Policy/Procedure, 1986.

**Copyright City of Calgary**

Box 6 (cont'd)

PWA Hangar (Main Accred[itation] Centre), 1987. (Includes plans and minutes of a meeting)

Accreditation, RCMP, 1986. (Includes minutes)

Rule 60, 1987. (Re Olympic Charter; includes policies; oversize plans have been placed in Oversize Box #9)

Saddledome, 1986-1987.

Box 7

Accreditation, Sarajevo, 1986. (Oversize charts have been placed in Oversize Box #9)

Seat Passes, Tix, n.d. (Re tickets)

Security, 1986-1987.

Service Provider Info[rmation], 1986. (Includes policy)

Signage, 1987. (Includes policy)

Ski Jumping, Preview'88, 1986-1987.

SLOOC [Seoul Olympic Organizing Committee], 1987. (Includes itineraries; photo print of Claire Potvin with Seoul delegate ca. 1987 May [possibly Joon-Wha Kwon, Director, Accreditation Division, SLOOC]; oversize charts have been placed into Oversize Box #9)

Speed Skating, Preview'88, 1987.

Sponsor Conference, 1987. (Includes itinerary and agenda)

Sponsor Accreditation, 1987.

Box 7 (cont'd)

Sponsors' VIP Accreditation, 1987.

Sponsors, 1987.

Staffing, 1986-1987. (Includes position descriptions and workload policies; job advertisements from the Calgary Herald have been photocopied)

Sport, 1986-1988. (Includes copies of Sport Intern, Oct. 4, 1986; and of the Sports schedules from the XVOWG which are duplicated in the Sports Group material)

[Employee Information], c. 1984. (Includes Employee Handbook, Employee Group Benefits and Employees Retirement Plan)

Stampede Park, 1987.

Systems, 1987.

3M Corresp[ondence], 1987.

Tickets, 1986. (Includes Olympic Ticket Update, Vol. 1, No. 1, Sept. 1986)

Universiade'83, Edmonton, Alberta, Canada. For Your Information, c. 1982.

(Information on the organization and staffing for these games; includes oversize blueprints which have been placed into Map Cabinet 1/2)

Universiade 1987. (Pamphlet of Zagreb, Yugoslavia)

University of Calgary, 1986-1987. (Minutes of Accreditation meetings)

Venue Planning, 1986-1988. (Include procedures manual, agenda and reports of meetings; oversize blueprints have been placed into Oversize Box #9)

VIP Accreditation, 1987-1988.

Accreditation, Volunteers, 1987.

**Copyright City of Calgary**

Box 7 (cont'd)

[Accreditation Committee], c. 1987. (Re organizational structure, policies; includes overhead transparencies)

Box 8

OCO Canmore Nordic Centre, 1987.

Canmore Village, 1987.

OCO Arts Festival, 1987.

OCO COP [Canada Olympic Park], 1987.

Hosting, 1988.

OCO Language Services, 1987.

OCO Max Bell, 1987.

OCO Mascots, 1987.

OCO Nakiska, 1987. (Includes minutes)

OCO Oval, Bauer, McMahon, 1987.

OCO Pageantry, 1987.

OCO Plaza, 1988. (Re Olympic Plaza)

OCO Protocol, 1987.

OCO Stampede Park, 1987-1988. (Includes plans)

OCO University Village, 1987.

Ticketing, 1987.

OCO Youth, [1987].

**Copyright City of Calgary**

Box 8 (cont'd)

OCO Transportation, 1987.

OCO Telecom, 1987-1988. (Includes minutes; the file within this file is labelled "Steven Flanders Accreditation" and includes Accreditation Status Report lists)

Ceremonies, 1988.

Preview'88, 1986-1987. (Re accreditation of volunteers; includes policy manuals and procedures)

Day Passes, 1987-1988.

## **OVERSIZE MATERIAL**

Oversize Box 9

Accreditation Forms, 1987. (Blueprints: three untitled pages showing specimen accreditation cards)

Flames Owners, 1988. (Plans: Olympic Saddledome: Event Floor Mezzanine, Room Designations; Olympic Saddledome: Mid-Concourse, Room Designations; Olympic Saddledome: Partial Upper Tier & Catwalk, Room Designations; Olympic Saddledome: Event Floor, Room Designations; Olympic Saddledome: Box Level, Room Designations)

Olympic Family, Seating, 1986-1987. (Plans: McMahon Stadium: Seating Plan; Olympic Saddledome: Seating Plan; Corral: Seating Plan; Max Bell Arena: Seating Plan; Olympic Speed Skating Oval: Level 2 Floor Plan; Father David Bauer Arena: Upper Level/Seating Plan; Canada Olympic Park: O.T.C.-Level 1

Oversize Box 9 (cont'd)

Floor Plan; Canada Olympic Park: Ski Jump Area Site Plan; Canmore Nordic Centre: Preliminary Site Plan Olympics 1988; Mount Allan: Base Area Daylodge-Second Floor)

Rule 60, 1987. (Plans: Olympic Saddledome: Rule 60 Seat Assignments, Medal Round Hockey; Olympic Saddledome: Rule 60 Seat Assignments, Figure Skating; Olympic Saddledome: Rule 60 Seat Assignments, Round Robin Hockey; Corral: Rule 60 Seat Assignments, Hockey; Corral: Rule 60 Seat Assignments, Figure Skating; Corral: Rule 60 Seat Assignments, Rodeo; Olympic Speed Skating Oval: Rule 60 Seating Plan & Media Positions; Father David Bauer Arena: Rule 60 Seating Plan & Media Positions; Max Bell Arena: Short Track Event, Rule 60 - Seating Plan)

Accreditation, Sarajevo, 1986. (Charts: Accreditation Categories per Country, Sarajevo, 4 pp.)

SLOOC [Seoul Olympic Organizing Committee], 1987. (Charts: Categories of Olympic Family; Summary of Level of Olympic Family Services)

Venue Planning, 1986-1988. (Blueprint: XV Olympic Winter Games Organizing Committee, Planning Schedule)

**Oversize Material in map folders:** (Map Cabinet 1/2)

Universiade'83, Edmonton, Alberta, Canada. For Your Information, c. 1982. Blueprints: Universiade'83, Venue, University of Alberta Fieldhouse, Office Tower - Level 1,

Oversize Material in map folders (cont'd)

Basketball, May 1982; Universiade'83, Venue, University of Alberta, Fieldhouse,

Competition Area - Level 1, Basketball, May 1982)

**SUB SERIES: NOCs, IFs AND TROUBLE FILES**

Box 10

AHO [Netherlands Antilles], 1987.

AND [Andorra], 1987-1988.

ARG [Argentina], 1987.

AUS [Australia], 1987-1988.

AUT [Austria], 1987-1988.

BEL [Belgium], 1987-1988.

BER [Bermuda], 1987-1988.

BOL [Bolivia], 1987-1988.

BRA [Brazil], 1987.

BUL [Bulgaria], 1987-1988.

CAN [Canada], 1987.

CHI [Chile], 1987-1988.

CHN [China], 1987-1988.

CMR [Cameroon], 1987.

CRC [Costa Rica], 1987-1988.

CYP [Cyprus], 1987-1988.

**Copyright City of Calgary**

Box 10 (con'td)

DEN [Denmark], 1987-1988.

ESP [Spain], 1987-1988.

FIJ [Fiji], 1987-1988.

FIN [Finland], 1987-1988.

FRA [France], 1987-1988.

FRG [Federal Republic of Germany], 1987-1988.

Box 11

GAB [Gabon], 1987.

GBR [Great Britain], 1985-1987.

GDR [German Democratic Republic], 1987-1988.

GRE [Greece], 1987-1988.

GUA [Guatemala], 1987-1988.

GUM [Guam], 1987-1988.

HKG [Hong Kong], 1987.

HOL [Holland/Netherlands], 1987-1988.

HUN [Hungary], 1987-1988.

INA [Indonesia], 1987.

IND [India], 1987-1988.

IOC [International Olympic Committee], 1987-1988.

IRL [Ireland], 1987-1988.

**Copyright City of Calgary**

Box 11 (cont'd)

IRQ [Iraq], 1987.

ISL [Iceland], 1987.

ISR [Israel], 1987.

ISV [Virgin Islands], 1987-1988.

ITA [Italy], 1987-1988.

JAM [Jamaica], 1987-1988.

JPN [Japan], 1987-1988.

KAS [Kingdom of Saudi Arabia], 1987.

KEN [Kenya], 1987. (Includes application for the wrong Olympic Games)

KOR [Korea], 1987-1988.

LIB [Lebanon], 1987-1988.

LBR [Liberia], 1987.

LIE [Liechtenstein], 1987.

LUX [Luxembourg], 1987.

MAR [Morocco], 1987.

MEX [Mexico], 1987-1988.

MGL [Mongolia], 1987.

MLT [Malta], 1987.

Box 12

MON [Monaco], 1987-1988.

**Copyright City of Calgary**

Box 12 (cont'd)

NOC Requests, 1987.

NGU [New Guinea], 1987.

NOR [Norway], 1987-1988.

NZL [New Zealand], 1987-1988.

PAN [Panama], 1987-1988.

PHI [Philippines], 1987-1988.

POL [Poland], 1987.

POR [Portugal], 1987-1988.

PRK [Democratic People's Republic of Korea], 1987-1988.

PUR [Puerto Rico], 1987-1988.

ROM [Romania], 1987-1988.

SEN [Senegal], 1987-1988.

SIN [Singapore], 1987.

SMR [San Marino], 1987-1988.

SRI [Sri Lanka], 1987.

SUI [Switzerland], 1987-1988.

SWE [Sweden], 1987-1988.

TCH [Czechoslovakia], 1987.

THA [Thailand], 1987.

TPE [Taipei], 1987.

TUR [Turkey], 1987.

**Copyright City of Calgary**

Box 12 (cont'd)

UAE [United Arab Emirates], 1987.

URS [Union of Soviet Socialist Republics], 1986-1988.

USA, 1987-1988. (Includes entry regulations for those with Olympic identity cards, IOC's)

YUG [Yugoslavia], 1986-1988. (Original file said "Also see 'Sarajevo'")

Albertville, Accred[itation], 1987.

Anchorage, [c. 1987].

Barcelona, Accred[itation] COOB'92, 1987-1988.

LAOOC, Accreditation, 1987-1988.

Lausanne, 1987-1988. (The original file said: "Also see Yug[oslavia] file.")

Sarajevo, Accred[itation] 1987.

Box 13

AIBA [International Association of Amateur Boxing], 1987.

IF [International Federations], Olympic Family Members, 1988.

FIAC [Fédération Internationale Amateur de Cyclisme], 1987.

FIBT [Fédération Internationale de Bobsleigh et de Tobogganing], 1986-1988.

FIC [Fédération Internationale de Canoe], n.d.

FIE [Fédération Internationale d'Escrime], 1987. (Re fencing)

FIFA [Fédération Internationale de Football Association], 1987.

FIL [Fédération Internationale de Luge], 1986-1988.

**Copyright City of Calgary**

Box 13 (cont'd)

FINA [Fédération Internationale de Natation Amateur], 1987-1988. (Re swimming)

FIS [Fédération Internationale de Ski], 1986-1988. (Includes General Sessions  
minutes)

FISA (Rowing) [Fédération Internationale de Sociétés d'Aviron], 1987.

FITA [Fédération Internationale de Tir à l'Arc], 1987. (Re archery)

FIVB [Fédération Internationale de Volleyball], 1987.

ICF [International Curling Federation], 1987.

IIHF [International Ice Hockey Federation], 1987-1988.

ISU [International Skating Union], 1987-1988. (Includes ISU "Communications")

ITF [International Tennis Federation], 1987.

IWF [International Weightlifting Federation], 1987-1988.

IYRU [International Yacht Racing Union], 1987.

UIPMB [Union Internationale de Pentathlon Moderne et Biathlon], 1987-1988. (Includes  
1986 address list for UIPMB)

UIT [Union Internationale de Tir], 1987. (Re shooting)

ISL Marketing, 1987-1988. (Re International Sports-Culture and Leisure-Marketing)

Antilliaans (Atlo) Trouble File, 1987-1988.

Andorra Trouble File, 1988.

Argentina Trouble File, 1987-1988.

Austria Trouble File, 1987-1988.

Australia Trouble File, 1987-1988.

**Copyright City of Calgary**

Box 13 (cont'd)

Belgium Trouble File, 1987-1988.

Bolivia Trouble File, 1987-1988.

Britain Trouble File, 1987-1988.

Bulgaria Trouble File, 1987-1988.

Box 14

Canada Trouble File, 1987-1988. (Includes original "Entry by Name" forms for  
Canadian hockey players)

Chile Trouble File, 1987-1988.

China Trouble File, 1987-1988.

CRC [Costa Rica Trouble File], 1987-1988.

Cyprus Trouble File, 1987-1988.

Czechoslovakia Trouble File, 1987-1988.

Denmark Trouble File, 1987-1988.

Fiji (Fij) Trouble File, 1988.

Finland Trouble File, 1988.

France Trouble File, 1987-1988.

FRG [West Germany] Trouble File, 1987-1988.

GDR [East Germany] Trouble File, 1987-1988.

Greece Trouble File, 1987-1988. (Includes copy of Olympic Flame Relay Agreement)

Guam Trouble File, 1988.

**Copyright City of Calgary**

Box 14 (cont'd)

Guatemala Trouble File, 1987-1988.

Holland Trouble File, 1987-1988.

Hungary Trouble File, 1987-1988.

Iceland Trouble File, 1987-1988.

Ind[ia] Trouble File, 1987-1988.

Italy Trouble File, 1987-1988.

Box 15

Jamaica Trouble File, 1987-1988.

Japan Trouble File, 1987-1988.

Korea Trouble File, 1987-1988.

Lebanon Trouble File, 1987-1988.

Liechtenstein [sic] Trouble File, 1987-1988.

Luxembourg Trouble File, 1987-1988.

Morocco Trouble File, 1987-1988.

Mexico Trouble File, 1987-1988.

Monaco Trouble File, 1987-1988.

Mongolia Trouble File, 1988.

New Zealand Trouble File, 1987-1988.

Norway Trouble File, 1987-1988.

Philippines Trouble File, 1987-1988.

**Copyright City of Calgary**

Box 15 (cont'd)

Poland Trouble File, 1987-1988.

Portugal Trouble File, 1987-1988.

Puerto Rico Trouble File, 1987-1988.

Korea (PRK) Trouble File, 1987-1988.

Romania Trouble File, 1987-1988.

Russia Trouble File, 1987-1988.

SMR [San Marino] Trouble File, 1987-1988.

Spain Trouble File, 1987-1988.

Sweden Trouble File, 1988.

Switzerland Trouble File, 1988.

Taipei Trouble File, 1987-1988.

Turkey Trouble File, 1987-1988.

Box 16

United States Trouble File, 1987-1988.

Virgin Islands Trouble File, 1987-1988.

Yugoslavia Trouble File, 1987-1988.

Study Groups (Various), 1988. (Includes letters from Ralph Klein)

Albert[ville] Trouble File, 1988.

Anchorage Trouble File, 1988. (Includes photo print)

Barcelona Trouble File, 1987-1988.

**Copyright City of Calgary**

Box 16 (cont'd)

China Trouble File, 1988.

CODA Trouble File, 1988.

Falun Trouble File, 1988.

ISM Trouble File, 1988. (Re ISL Marketing)

Gold Medalists Trouble File, 1988.

India (US) Trouble File, 1987-1988.

Lau[sanne] 94 Trouble File, 1988.

Lille[hammer] Trouble File, 1988.

OCO'88 Trouble File, 1988.

ORDA (US) [Olympic Regional Development Authority, Lake Placid] Trouble File,  
1987-1988.

Ostersund Trouble File, 1988.

Sarajevo Trouble File, 1988.

SLOOC [Seoul Olympic Organizing Committee] Trouble File, 1987-1988.

TOOC [Toronto Ontario Olympic Council] Trouble File, 1987-1988.

Vail Trouble file, 1988.

AIBA Trouble File, 1988.

FIAC Trouble File, 1987-1988.

FIBT Trouble File, 1987-1988. (Includes photo prints)

FIC Trouble File, 1988.

FIL Trouble File, 1987-1988.

Copyright City of Calgary

Box 16 (cont'd)

FINA Trouble File, 1988.

FIS Trouble File, 1987-1988.

FISA Trouble File, 1987-1988.

FITA Trouble File, 1987-1988.

IAAF [International Amateur Athletic Association] Trouble File, 1988.

ICF [International Curling Federation] Trouble File, 1987.

Box 17

IIHF Trouble File, 1987-1988.

IOC Trouble File, 1987-1988.

UIPMB Trouble File, 1987-1988.

ISU Trouble File, 1987-1988.

ITF Trouble File, [1987-1988].

IWF Trouble File, 1987-1988.

IYRU Trouble File, 1988.

UIT Trouble File, 1987-1988. (International Shooting Union)

**SUB SERIES: BROADCASTERS AND GOVERNMENT**

ABC, 1986-1987.

ABU/CCTV Follow-Up, 1987-1988.

Broadcasters GV Info[rmation], 1987-1988.

**Copyright City of Calgary**

Box 17 (cont'd)

CBC Radio (Broadcaster), 1987-1988.

Channel 9 Australia, 1986-1987.

CTV Domestic, 1987.

EBU [European Broadcasting Union], 1987-1988.

ETV Media, 1987.

KBS (Korea) Broadcaster, 1987.

NHK (Japan) Broadcaster, 1987.

OIRT (Broadcaster) [International Radio and Television Organization], 1987-1988.

(Broadcaster for Eastern Block Countries)

Television New Zealand, 1987-1988.

TSN (Broadcaster), 1987.

TVA [Tele-metropole Inc.] (Broadcaster), 1987.

RT, Day Passes, 1987.

E's, Australia, 1987-1988.

E's, Austria, 1987-1988.

E's, Bulgaria, 1987-1988.

E's, Canada, 1987-1988.

E's, Cpress [Canadian Press], 1987-1988.

E's, China, 1987.

E's, Denmark, 1987-1988.

E's, Spain, 1987-1988.

**Copyright City of Calgary**

Box 17 (cont'd)

E's, Finland, 1987-1988.

E's, France, 1987.

E's, FRG [Federal Republic of Germany], 1987-1988.

E's, Great Britain, 1987-1988.

E's, GDR [German Democratic Republic], 1987-1988.

E's, Holland, 1987.

E's, Ind[ia], 1987-1988.

E's, Israel, 1987.

E's, Italy, 1987.

Box 18

E's, Japan, 1987-1988.

E's, Kodak, 1988.

E's, Korea, 1987-1988.

E's, Lie[chtenstein], 1987.

E's, Luxembourg, 1987.

E's, Norway, 1987-1988.

E's, New Zealand, 1987-1988.

E's, OCO'88, 1987-1988.

E's, Reuters, 1987-1988.

E's, Switzerland, 1987-1988.

**Copyright City of Calgary**

Box 18 (cont'd)

E's, Sweden, 1987-1988.

E's, Czechoslovakia, 1987.

E's, Taipei, 1988.

E's, Turkey, 1988.

E's, UPI [United Press International], 1987-1988.

E's, Soviet Union, 1987-1988.

E's, United States, 1987-1988.

RT's, ABC, 1987-1988.

Correspondence, FGV, 1988. (Federal Government)

Correspondence, FGV, 1988.

Correspondence, PGV, 1988. (Provincial Government)

Correspondence, MGV, 1987-1988. (Municipal Government)

CTV Host, Canada, 1987-1988.

Correspondence, 1987-1988.

GV, ATCO, 1987.

[Accreditation, Sponsors], 1987-1988.

Correspondence, E's, 1987-1988.

RT's, EBU [European Broadcasting Union], 1987-1988.

Box 19

NHK 1 of 3 [Nippon Hoso Kyokai], 1987-1988.

**Copyright City of Calgary**

Box 19 (cont'd)

RT's, IORT, 1987.

RT's, SORTO Correspondence, 1987-1988.

RT's, TSN, 1987-1988.

[RT's, Televisa], 1988.

[RT's], BROAD, 1988. (Re Global Television Network)

Albert[ville] HB Corr[espondence], 1988.

**SUB SERIES: SERVICE PROVIDERS**

299998 Alberta Ltd., 1988.

03M, 1987-1988. (Includes one ID photo print, 3 copies)

3D, 1988.

AGT, 1987-1988.

Aaron Paramedical Service, 1988.

ABC, 1988.

Able Fire [Systems], 1988.

Access-Scaffolding, 'P', n.d.

Ace Business Management Courier, 1988.

Action Parts (Canmore) Services Nakiska, 1988.

A-Class, 1988.

Adidas, 1988.

Aeronaut Balloon, 1988.

**Copyright City of Calgary**

Box 19 (cont'd)

Adopt-a-Parent, 1987-1988.

Agriculture Canada, 1988.

Air Cadets, 1987-1988.

Air Canada, 1988.

Alberta Ability Coach, 1988.

Alberta Ballet, 1988.

Alberta Beverage, 1988.

Alberta Brewers Ltd., 1988.

Alberta Crafts Council, 1987-1988.

Alberta Electronics, 1988.

Alberta Liquor Control Board, 1988.

Alberta Govt. Pollution Control, 1988.

Alberta Security [& Invest. Ltd.], 1988.

Allright Renovations, 1988.

All-Star Drywall Ltd., 1988.

Allwest Inst. Furniture, 1988.

Alpine, 1988.

Alpine Forerunners, 1988.

Amelco, 1988.

AMF Canada Limited, 1988.

AMK Souvenirs, 1988.

**Copyright City of Calgary**

Box 19 (cont'd)

Anheuser Busch, 1988.

Anthes Equipment, 1988.

Aquabelles, 1988.

Apparel Master, 1988.

Ara/Versa, 1988.

Arctic Explorations, 1988.

Armoured Transport, 1988.

Asea Brown Bovari, Services Nakiska, 1988.

Assiniboine Blasting, 1987.

Associated Van Lines, 1988.

Associated Helicopters, 1988.

Atomic, 1988.

ATCO, 1987-1988.

Attractions, Display Area UOV-9, 1988.

Aunt Margies Candy, 1988.

Auditors, 1988.

Austria, 1988.

Avicom, 1988.

Banff Bulk Fuels, 1988.

Banff Helisports, 1988.

Banff National Park Health, 1988.

**Copyright City of Calgary**

Box 19 (cont'd)

Banff Vending, 1988.

Barnes Security, 1988.

Bass Tickets, 1988.

Beaver Foods, 1987-1988.

Best Foods Canada Inc., 1988.

Biathlon, 1988.

Big Sky Concession Ltd., 1988.

Billingsgate [Fish Co. Limited], 1988.

Billbrooke Concessions, 1988.

Biomechanics Research Space Group, 1988.

Black & McDonald, 1988.

Blizzard Gesmbh, 1988.

Box 20

Blue Sky Welding Ltd., 1988.

Boatel Contractors, 1988.

Boatel Canmore, 1987-1988.

Bobsleigh, 1988.

Bogner Skis, 1988.

Bombardier, 1988.

Bose, 1988.

**Copyright City of Calgary**

Box 20 (cont'd)

Bourgouin Contractors, 1988.

Bow Alta Service, 1988.

Bow River Foods Ltd., 1988.

Bow Valley Ambulance, n.d.

Bow Valley Resources, 1988.

Breadner Trailer, 1988.

Bremner Engineering & Construction, 1988.

Brewster Transports, Services Nakiska, 1988.

Bridge Brand Food Service, Services Nakiska, 1988.

Brinks, 1988.

Brinkerhoff Resources, 1988.

Brooks BBQ Express, 1988.

Brother Industries, 1988.

Caber, 1988.

Calgary Balloon Festival Inc., 1988.

Calgary Catering, 1988.

Calgary Copier Ltd., 1988.

Calgary Exhibition & Stampede Board, 1988.

Calgary Fence Supply, 1988.

Calgary Flames, 1987-1988. (Includes minutes re Calgary Flames Lounge)

Calgary Handibus Association, 1988.

**Copyright City of Calgary**

Box 20 (cont'd)

Calgary Health Services, 1988.

Calgary Industrial Labour, 1988.

Calgary Police Service, 1988.

Cal-Gas Inc., Services Nakiska, 1988.

Calligraphy, 1988.

Cal-Portisan Service, 1988.

Cana Const[ruktion], n.d.

Canada, 1988.

Canada Olympic Park, 1988.

Canada Post, 1988.

Canadian Airlines, 1988.

Canadian Corps of Commissionaires, 1988.

Canadian Forces Base, 1988.

Canadian Pacific, 1988.

Canadian Patent Scaffolding, 1988.

Canadian Protection Services, 1988.

Canadian Linen Supply, 1988.

Candace's Place, 1988.

Canem Systems, 1988.

CanGuard Security, 1988.

Canmore Courier and Transport, 1988.

**Copyright City of Calgary**

Box 20 (cont'd)

Canmore Fire Department, 1988.

Canmore Golf Association, 1987-1988.

Canmore Lock Service, 1988.

Canmore Nordic Centre, 1988.

Canmore Olympic Village, 1988.

Canon, 1988.

Canpar [Division of CP Trucks Ltd.], 1988.

Canprotec Security, 1988.

Can Patent Scaffolding, n.d.

Canadian Protection Services, 1988.

Carrera International, 1988.

Casabella Pizza & Steak House, 1988.

CB Engineering, 1988.

CEBE Internations S.A., 1988.

Centennial Elec[trical] Contractors, 1988.

Ceremonies, 1987-1988.

Box 21

Ceremonies COP, 1988.

Cerem[onies], Contracted Pers[onnel], 1988.

Ceremonies Hosts, 1988.

**Copyright City of Calgary**

Box 21 (cont'd)

Ceremonies, Olympic Plaza, 1988.

Certified Rentals, 1988.

CFSA, 1988.

Chateau-Gai Wines, 1988.

Cheese & Chocolate Fondue, 1988.

Chi Chi, 1988.

Chinook Silkscreen, 1988.

Chisholm Mechanical, 1988.

Chuckwagon Caterers, 1988.

Cimco-Thermo Design, 1988.

City Forklift & Machinery, 1988.

City of Calgary, Assessment, Tax and Licence Dept., 1988.

City of Calgary, Planning & Building Department, 1987-1988.

City of Calgary, Electrical Department, 1988.

City of Calgary, Finance Department, 1987-1988.

City of Calgary, Law Department, 1988.

City of Calgary, Mechanical Services, 1988.

City of Calgary, 1988.

City of Calgary, Fire Dept., 1988.

City of Calgary, Parks & Recreation Department, 1988.

City of Calgary, Transportation [Olympic Transport Group], 1988. (Corresp. only)

**Copyright City of Calgary**

Box 21 (cont'd)

City of Calgary, Waterworks, 1988.

CTV-HB, 1988.

CTV/TVA, 1988.

Custom Riggers, 1988.

Canadian Western National Gas, 1988.

City Coin Vending [Amusement Ltd.], 1988.

Classic Moving & Storage Ltd., 1988.

Cleaners, 1988.

Closing Ceremonies, 1988.

Club 88, 1988.

CM & N, 1988.

CNCP, 1987-1988.

Coast Services, 1988.

Coca Cola World Chorus, 1988.

Coca Cola, 1987-1988.

CODA, 1988.

Colliers Building Management, 1988.

Colliers, Macauley, 1988.

Comlink, 1988.

Concan Foods, 1988.

Conmack Western Ind., 1988.

**Copyright City of Calgary**

Box 21 (cont'd)

Conte of Florence Crash Helmet, 1988.

Construction, 1988.

Copytron, 1988.

Corrigan Instrumentation, 1988.

Cowboy Coring Incorporated, 1988.

CP Enterprises, 1988.

CP Express & Transport, n.d.

CP Regional Laundry, 1988.

Cross Country Forerunners, 1988.

Crown Life Insurance, 1988.

Crown Paper, 1988.

Dachstein Sportschuh GMBH, 1988.

Dairy Supplies Limited, 1988.

Daktronics, 1988.

Danfield Security, 1988.

Danscene, 1988.

Dan Ward Company, 1988.

Dental Clinic (Athletes Village), 1988.

Dickson's Coffee, 1988. (Correspondence only)

Digitech, 1988.

Disabled X-Country Forerunners, 1988.

**Copyright City of Calgary**

Box 21 (cont'd)

Diversey Wyandotle, 1988.

DMR Group Inc., 1988.

DND [Dept. of National Defence], 1988.

Dominion Bridge, 1988.

Dominion Sports, 1988.

Doncor Electric, 1988.

Box 22

Doppelmayr, 1988.

Digital Equip[ment of Canada Ltd.], 1988.

Dorcal Industries, 1988.

Dover Elevator, 1988.

Durmetallic Sales, 1988.

Dynafit, 1988.

Dynamic Glass, 1988.

Dynamic Skis, 1988.

Dynastar, 1988.

Dynawaste Systems, 1988.

Ecos Fine Foods, 1988.

Ecol Electric, 1988.

Edwards General Signal Ltd., 1988.

**Copyright City of Calgary**

Box 22 (cont'd)

EEV, 1988.

Elan Construction, 1988.

Elan Skis, 1988.

Ellis-Don [Management Services Ltd.], 1988.

Emergency Medical Services, 1988.

Engineering, 1988.

Equipco Corporation, 1988.

E.S. Webb, 1988.

Entertainers, Canmore Entertainers, 1988.

Entertainers, Canmore Jackrabbits, 1988.

Entertainers, Everything Done Right Catering, 1988.

Family Fun Foods, 1988.

Fanfare Advertising, [c. 1988].

Fedderson Engineering, 1988.

Federal Express, 1987-1988.

Federal Government, VIPs, 1988.

Federal Government, Federal Republic of Germany, 1988.

FIBT [Fédération Internationale de Bobsleigh et de Tobogganning], 1988.

Figure Skating, 1988.

FIL [Fédération Internationale de Luge], 1988.

FIS [Fédération Internationale de Ski], 1988.

**Copyright City of Calgary**

Box 22 (cont'd)

Fischer, 1988.

FIS, Gurtner, 1988.

Fleet Propane, 1988.

Focus, 1988.

Food Services, 1988. (Correspondence only)

Foothills Brass, 1988.

Franz Volki GMBH & Co., 1988.

Freestyle, 1988.

Gary Beatty, 1988.

General Goods, 1988.

General Motors, 1988.

German Democratic Republic, 1988.

GH Wood, 1988.

Gillies Concessions, 1988.

Gnam Electric, 1988.

Gold Dust Promotions, 1988.

Gold Medal Equipment Alberta Ltd., Services Nakiska, 1988.

Golden Crust Bakery, 1988.

Goodhost, 1988.

Gould Pumps, 1988.

Government of Alberta, 1988.

**Copyright City of Calgary**

Box 22 (cont'd)

Government, Dominion of Canada, 1988.

Grand & Toy, 1988.

Great Britain, 1988.

Great Kitchen, 1988.

Grey Hound, 1988.

Group Delta, 1988.

Group Delta International Consulting Engineers, 1987.

GTE Sylvania Canada, 1988.

Hale Electric, 1988.

Head's Lock & Key, 1988.

Head Ski, 1988.

Herman Bell, 1988.

Hertel and Company Inc., 1988.

High Country Colour, 1988.

Hill Bros. Express, 1988.

Holland, 1988.

Box 23

Hockey, 1988.

Hollis Marketing, 1988.

Holmenkol Ski Wax, 1988.

**Copyright City of Calgary**

Box 23 (cont'd)

Honeywell Ltd., 1988.

Hosting, 1988.

Hudson's Bay Vending, 1988.

IATSE [Motion Picture and Stage Employees], 1988.

IBM, 1988.

Iceland, 1988.

Ice Sculpting, 1988.

Imperial Courier, 1988.

Ingersoll Rand, 1988.

Inter-City Gas Corp, 1988.

Insurance, 1988. (Note on the original file folder said "Keep this as a separate file")

Interpreters, Language Serv[ices], 1987-1988.

Invicta Security, 1988.

Italy, 1988.

Jackie Palmer Dist, 1988.

Japan, 1988.

J. Babb & Sons, 1988.

JD Furniture Ltd., 1988.

JDO Enterprise, 1988.

Jeske Distributors, 1988.

JR Houston, 1988.

**Copyright City of Calgary**

Box 23 (cont'd)

Justason & Tavender, 1988.

K2 Skis, 1988.

Kadon Electro Mech[anical] Serv[ice], 1988. (Original folder was entitled "Kadon Electro  
Space Service")

Kananaskis Country, 1988.

Kananaskis Fire Department, 1988.

Karhu-Titan Oy, 1988.

Kastle Skis, 1988.

Kelly Services, n.d.

Kenbrent Holdings Ltd., 1988.

Ketch Transport, 1988.

Kneissl, 1988.

Kodak, 1988.

Koflach Austria OSV, 1988.

Koskey Food Brokers, 1988.

Labatt's, 1988.

Laidlaw Waste Systems, 1988.

Lamb McManus [Associates Ltd.], 1988.

Landsen, 1988.

Lange Skis, 1988.

Laundry Technology, 1988.

**Copyright City of Calgary**

Box 23 (cont'd)

LEP International Inc., 1988.

Leroy-Somer Canada Ltd., 1988.

Libbert Concessions, 1988.

Life Magazine Drivers, 1988.

Liljedahls Poles, 1988.

Lincoln Park, 1988.

Lindex Ski Wax, Sweden, 1988.

Lions Club of Calgary, 1988.

Look, 1988.

Lord Strathcona Band, 1988.

Mac-Kahn Concessions, 1988.

Madshus, 1988.

Maintenance Systems Inc., 1988.

Mancal, 1988.

Manpower Temporary Services, 1988.

Maritime Steel, 1988.

Mark International, 1988.

Matsushita, 1988.

Max Bell Arena, 1988.

MBD, 1988.

McCurdy, 1988.

**Copyright City of Calgary**

Box 23 (cont'd)

McLellan Supply Alta. Ltd., 1988.

McMahon Stadium Society, 1988.

McQuarrie Concessions, 1988.

Medical Services, 1988.

Mid Alta Electric, 1988.

Mitchell Concessions, 1988.

Mobil Canada, 1988.

Modern Building Cleaning, 1988.

Modern Dance, 1988.

Molson, 1988.

Morris Concessions, 1988.

Motorola Limited, 1988.

Mountain View Health Unit, 1987-1988.

Mulvey & Banani International (Alberta) Inc., 1988.

Murray/Love Production, 1988.

Mystique Mechanical Ltd., 1988.

Box 24

Nakiska, 1988.

National Business Systems Inc., 1988.

National Ballet, 1988.

**Copyright City of Calgary**

Box 24 (cont'd)

National Pagette, 1988.

Native Liaison, 1988.

Neil D. Tanner Dist. Ltd., 1988.

Netherlands, 1988.

Newland Contracting Ltd., 1988.

Nortel, 1988.

Northern Telecom Canada Ltd., 1988.

Northstar Repair Ind. Ltd., 1988.

Northstar Satellite, 1988.

Nova, 1988.

Oakie Concessions, 1988.

OCO'88, 1988.

OCO Service Providers, 1988.

Oval Bauer McMahan, 1988.

OCO'88 Native Program, 1988.

OCO VIP Arrival, [1988].

O'Dell Electric Ltd., 1988.

Official Film, 1988.

Okanagan Helicopter, 1988.

Olympic Arts Festival, 1988.

Olympic Village, 1988.

**Copyright City of Calgary**

Box 24 (cont'd)

Pacific Western Transportation, 1988.

Page Cleaners [Cleaning by Page], 1988.

Pageantry Committee, 1988.

Palliser Hotel, 1988.

Panasonic, 1988.

Panex Show Services, 1988.

Patron Equipment Supply, 1988.

Paul Mark Concessions, 1988.

Peacock Inc., 1988.

Peat Marwick, 1988.

Peltonen Hartolah-Suks, Ky, 1988.

Petro Canada Inc., 1988.

Petro Canada Mechanical, 1988.

Philips, 1988.

Pioneer Chuckwagon, 1988.

Poffertjes, 1988.

Precision Communications, 1988.

Prestige Limousine Service, 1988.

Prime Mechanical, 1988.

Pringle Plumbing, 1988.

R. Angus Alberta Limited, 1988.

**Copyright City of Calgary**

Box 24 (cont'd)

Raichle Ski Schuhe, 1988.

Ranelle, 1988.

RCA, 1988.

RDL Souvenirs, 1988.

Red Devil Fireworks, 1988.

Reed Attwood Contracting, 1988.

Reggin Ind., 1988.

Regnly, 1988.

Research, 1987-1988.

Resurface Ice Company, 1988.

Reynolds Refrigeration, 1988.

Rhodes Hi-Calibre Clothing Inc., 1988.

Rocky Mountain Sound, 1988.

Rogers Cable TV Company, 1988.

Rosedale Linen, 1988.

Rossignol, 1988.

Royal Bank of Canada, 1988.

Saddledome Foundation, 1988. (Correspondence only; the outside of the file folder was  
marked "New Org.")

Safeway MacDonalds Consolidated Limited, n.d. (Correspondence only)

Safeway, 1988.

**Copyright City of Calgary**

Box 24 (cont'd)

Safeway Flowers, 1988.

SAIT, 1988.

Salomon Ski, 1988.

Samoyed, 1988.

Scott USA, 1988.

See Design and Production Inc., 1988.

Serchi, 1988.

Servpro Cleaning Ltd., 1988.

Shell Canada, 1988.

Shirtco, 1988.

Simplex International Time Equip[ment], 1988.

Simpson, 1988.

Ski Jumping Forerunners, 1988.

Ski Kananaskis, 1988.

Sky's Limited Searchlight, 1988.

Slinger Wholesaler Dist., 1988.

Snap On Tools, 1988.

Snowmax, 1988.

Spain, 1988.

Spartan Controls Ltd., 1988.

Speed Skating, 1988.

**Copyright City of Calgary**

Box 24 (cont'd)

Sport Chek (Alberta) Ltd., 1988.

Sports Illustrated, 1988.

Sprung Instant Structures, 1988.

Box 25

Stampede Park, 1988.

Stampede Display, 1988.

Stanfields, 1988.

Stuart Olson Gen[eral] Contractors, 1988.

Summit Engineering, 1988.

Suzuki Canada Inc., 1988.

Swiss Timing, 1987-1988.

Switzerland, 1988.

Sylvania Lighting, 1988.

Sytek, 1988.

Take a Break Catering, 1988.

TCR Control Systems, 1988.

Team'88, 1988.

Team'88 Film, 1988.

Team Petroleum'88, 1987.

Telecom Canada, 1988.

**Copyright City of Calgary**

Box 25 (cont'd)

Telecommunications, 1988.

Teleglobe, 1988.

Telesat Canada, 1987-1988.

Thane Consulting & Management, Computer Services Nakiska, 1988.

Thirstenders, 1988.

Thomson Technology, 1988.

Those Little Donuts, 1988.

Thuro Services, 1988.

Thirst Aid Inc., 1988.

Transportation, City, 1988.

Trans Alta Utilities, 1988.

Trans Western Patrol Service, 1988.

TRJ Systems, 1988.

Trappeur, 1988.

Travel Alberta, 1988.

Trendsetter Homes, 1988.

Tuxedo Couriers, 1988.

Tyrolia, 1988.

UMA Engineering Ltd., 1987-1988.

Unique Caterers, Supplier to CTV, 1988.

United News Wholesalers Ltd., 1988.

**Copyright City of Calgary**

Box 25 (cont'd)

United Technologoes Otis, 1988.

Uvex, 1988.

Unitrade Housing, 1988.

Univ[ersity] Handling Equipment, 1988.

University of Calgary, 1988. (2 folders; first folder had written on it "Do Not Add To or  
Take Away Anything")

Box 26

Van Herricks, 1988. (Original folder had note: "See Safeway Flowers")

Videodex, 1988.

Virgin Islands, 1988.

Visa International, 1987-1988.

Voelkl, 1988.

Volker Stevin Contracting Ltd., 1988.

Wackenhut of Canada Ltd., 1988. (May also have been called Wacken Haut Security)

Wagon-Wheel Concessions Ltd., 1988.

Wall Works, 1988.

Ward Borger Const[ruction] Ltd., 1988.

Waste Management Inc., 1988.

Waterous, 1988.

Waterworks Technology Ltd., 1988.

**Copyright City of Calgary**

Box 26 (cont'd)

Wayco Construction Ltd., 1988.

Weller Medical Systems, 1988.

Western Display, 1988.

Western Linen, 1988.

West Nova Mechanical Ltd., 1988.

Weston's Food, 1988.

Westsun Lighting Limited, 1988.

Weiners, 1988.

Wilkow Carriers Ltd., 1988.

Windsor Water Service, n.d.

Wormald Fire Systems, 1988.

WJE Consultants Ltd., 1988.

WRD Borger Const[ruction] Ltd., 1988.

Xerox, 1987-1988.

Yamahas Ski Co, 1988.

Ye Olde Fudgery, 1988.

Yugoslavia, 1988.

YYC, 1988.

Copyright City of Calgary

Box 26 (cont'd)

**SUB SERIES: PRINTOUTS AND FORMS**

By Category/By Organization Book #1, 1988. (2 folders)

By Category/By Organization Book #2, 1988. (1st of 2 folders)

Box 27

By Category/By Organization Book #2, 1988. (2nd of 2 folders)

NOCs, 1988.

Alpha[betical] List, O[lympic] I[dentify] Card Inventory Sheets, 1987-1988.

(2 folders)

Service Providers, Accreditation Status Report, 1988. (2 of 3 folders)

Box 28

Service Providers, Accreditation Status Report, 1988. (3rd of 3 folders)

Staff & Volunteers, 1988. (2 folders)

[Accreditation Verification Reports, Countries], 1988. (2 folders)

Media Accreditation Package, n.d.

Proposed Accreditation System, September 1986.

Box 29

Sample Package, Olympic Identity Card Application, n.d. (2 copies)

Sample Package, Sport Entry Forms Applications, n.d. (2 copies)

**Copyright City of Calgary**

Box 29 (cont'd)

Sample Package, Application for Daypass/Rebadging, n.d. (2 copies)

Canmore Rebadging Centre, 1988. (Notebook)

Venue Planning, n.d. (Manual prepared probably prior to 1985 which sets out  
long-term schedule for venue planning)

[Accreditation Program, 1987.] (Proposed system)

Olympic Health Services Report Update, April 1986. (Submitted by Dr. E.B. Challis,  
Chief Medical Officer)

Guidelines for the Use of the Volunteer Policies and Procedures Manual, March 1986.

[Accreditation at Sarajevo, Innsbruck and Lake Placid], n.d.

Box 30

Security Training, 1987. (Manual)

Accreditation, List of Athletes & Officials, March 1988. (2 folders; 2 copies of  
printout with different dates)

Accreditation Report, Staff, for Organization, March 1988.

Participating Athletes Work Papers, 1988. (2 folders; lists by sport and country,  
results)

Entry by Number, 1987-88. (2 folders; accreditation forms received)

Box 31

Participating NOCs, 1987. (2 folders; accreditation forms filled out)

Copyright City of Calgary

Box 31 (cont'd)

Accreditation Verification Reports, March 1988.

Media Accreditation Day File, Carroll-Ann Bainbridge, 1987. (2 folders)

Olympic Family By Category & Organization, 1988.

Box 32

Alphabetical Listings A to K, 1988. (2 folders)

Alphabetical Listings L to Z, 1988. (2 folders)

[Accreditation by Categories] E & RT, 1988. (1st of 2 folders)

Box 33

[Accreditation by Categories] E & RT, 1988. (2nd of 2 folders)

**SUB SERIES: MISCELLANEOUS ACCREDITATION INFORMATION**

[Accreditation Reports], 1988. (This material includes sample Accreditation Day Passes and form)

RT's, ABU [Asian Broadcasting Union], 1988. (Correspondence with Television New Zealand)

RT's, AUSTV [Australia TV, Channel 9], 1987-1988.

RT's, CBC Radio, 1988.

E's, AFP [Agence France-Presse], 1988.

Marketing, 1987-1988. (Re Service Providers & Official Suppliers)

**Copyright City of Calgary**

Box 33 (cont'd)

TOOC [Toronto Ontario Olympic Council], 1987.

Swiss Timing, 1987-1988.

Accreditation, IOC Matters, 1987-1988.

RT's, ABU KBS, 1987-1988. (Much of the correspondence is actually with EBU, the  
European Broadcasting Union)

Misc. Correspondence, 1987-1988.

How to Hold a Meeting, 1987. (Information package)

Miscellaneous Correspondence, 1987-1988. (2 folders; includes ID photo prints)

Box 34

[Minutes and Reports], 1987-1988. (2 folders; progress reports; and minutes from  
Chairmen's meetings, a Leadership Group meeting, a Volunteer meeting, an  
Executive Management Committee meeting, an Accreditation Venue Vice  
Chairmen's meeting, Weekly Staff meetings, working group meetings, and  
committee meetings)

[Position Descriptions], n.d.

[Spray Lake Ski Corporation Ltd.], 1982.

Accreditation Policy, 1979. (From Lake Placid Olympic Organizing Committee)

[Miscellaneous], 1987-1988.

Pan Am Games Debriefing, 30 September 1987. (Also contains other reports on  
accreditation)

**Copyright City of Calgary**

Box 34 (cont'd)

Accreditation, Olympic Family, 1984-1988.

[Accreditation Specimens], n.d. (Sample ID cards and photographs)

Official Report, 1988.

Olympic Family Participants, 1988.

IOC Accreditation Requests, 1988.

Host Broadcasters, 1987.

Media Accreditation by Organization, 1988.

Count of Accredited People with Venue Programs, 1988.

Accreditation Requested and Total Registered, 1988.

List of Athletes and Officials, 1988.

Accreditation Program, 1987. (Report and sample ID card)

Accreditations Received and Count by Category, 1988.

Badge Status by Organization, and by Affiliate Organization and Category, 1988.

Accreditation Verification Report for IOC, 1988.

Accreditation Status Report, 1988.

Demo[nstration] Sport Report, 1988.

Olympic Athletes and Status, 1988.

IOC Accreditations, 1988.

[Cancellations], 1988. (Untitled list of people cancelled or no longer coming, etc.)

Athlete List by Sport and Country, 1988.

**Copyright City of Calgary**

**Box 35**

Accredited by Organization by Category, 1988. (3 folders)

Team'88, Requests for Accreditation, 1987-1988. (2 folders)

Requests for Accreditation, Service Providers, 1986-1987. (2 folders)

**Box 36**

CTV Host Broadcaster, Preview'88, 1986-1987.

Volunteers Division Scheduled Progress and Performance Report, Accreditation Access  
Control, NOC Services, Feb.[-May], 1987. (2 folders)

Accreditation Program #4, 1987. (2 folders)

[Accreditation, 1987-1988.]

[Media Accreditation, 1987.]

Status Report, NOC Delegates, as at 23 Feb. 1986. (Includes drawings and plans)

**Box 37**

OGP [Olympic Games Plan], 1985-1986.

Reports, Planning Budget, 1987.

Accreditation, Venue Plans, 1986-1987. (3 folders; includes minutes of Venue

Planning meetings and minutes of Accreditation meetings; plans and agreement)

**IX. Team'88 Services Group, Accreditation Department, Access Control [multiple media]. -- 1985-1988. -- 598 plans. -- 2.1 m of text. -- 54 blueprints.**

**Archival Description:** OCO's definition of "Access Control" was: "the admitting of accredited personnel into and within an Olympic site to fulfill the person's required role in the Olympics."

In 1986 August, Access Control was part of the Services Division, Operations Group of OCO'88. Phil Hum as Supervisor reported to the Manager of Government Services, Mike Hamer. By 1986 September, Government Services (and Access Control with it) had been moved into the Finance Group. This organizational structure remained in effect until 1987 September when the Team'88 Services Group of OCO was formed. At that time, Access Control became part of the Accreditation Department (also originally in the Operations Group), and Phil Hum reported directly to Claire Potvin, the Manager of Accreditation. He also reported indirectly to the Chairman of the Access Control Committee, Rod McBride.

**Scope and Content:** This series of records begins with a number of files derived from large folders labelled originally with an alphabetical letter which had no relationship to the contents of the folder, and from unlabelled brown manilla envelopes. The contents of these folders and envelopes have been divided into several smaller files and labelled with an appropriate title, placed in square brackets.

None of the material in this series arrived at the City Archives in any particular order. Although correspondence and reports exist in these records, the majority of the documentation is in the form of plans (usually copies) and blueprints of the various venue sites. Many of these are oversize and have been placed into map folders and stored in the map cabinet; other oversize plans have been placed in oversize flat Hollinger boxes. A listing of all oversize material is placed at the end of the file listings.

The title is based on the contents of the series and box labels.

A list of file titles follows.

**File Listing:**

Box 1

A, [Venue Tour], 1987. (Includes plans)

A, Action, 1987-1988. (Includes agenda of Access Control Committee, draft Digitech Agreement)

A, File, 1987.

A, Progress Reports A/C, 1987.

B, Access Control, Reference Manual, 1988. (Blueprints have been placed into map folder, titled with series and file titles)

B, [General Correspondence], 1986-1987. (2 folders; includes copy of Purchasing Policies & Procedures; minutes of meeting on Access Control)

B, [Miscellaneous], 1987.

B, [Miscellaneous & Plans], 1987-1988. (Oversize blueprints have been placed into map folder)

Box 2

C, [Access Control, Manpower Projections], 1987. (4 folders)

D, [Access Control, Preview'88], 1987. (5 folders; fifth folder has sub-title, "Venue Planning Forms"; includes overhead transparencies)

E, [Access Control, Test Events], 1986-1987. (This file and the one following were originally together in one untitled brown folder)

E, [Access Control], 1987.

Box 2 (cont'd)

H, [Original Matrices Preview'88], 1987. (The 6 folders of material beginning with "H" were originally together in an untitled brown folder. Some folders include minutes)

H, [Postal Services], 1986.

Box 3

H, [Test Events], 1986-1987.

H, [Stampede Park], 1987. (Includes plans)

H, [Security], 1986.

H, [CTV], 1986.

J, [Temporary Signage], 1987. (3 folders; this material was originally in an untitled brown folder containing reports on Temporary Signage, Technical Specifications & Drawings at various venues)

L, [Canada Olympic Park, Drawings], 1987. (2 blueprints have been placed into a map folder; the documents in this folder and the following nine folders beginning with the letter "L" were maintained in a large brown folder containing correspondence, reports and plans on Access Control. Many of the blueprints are General Arrangement Site Plans)

L, [Canmore Nordic Centre], 1987. (3 blueprints have been placed into a map folder)

L, [Max Bell Arena], 1987. (Blueprint has been placed into a map folder)

L, [Access Control Is], c. 1987. (Report only)

**Copyright City of Calgary**

Box 3 (cont'd)

L, [McMahon Stadium], 1987. (Blueprint has been placed into a map folder)

L, [Olympic Oval], 1987. (3 blueprints have been placed into a map folder)

L, [Father David Bauer/Norma Bush Arena], 1987. (3 blueprints have been placed into a map folder)

L, [Canada Olympic Park], 1987. (2 blueprints have been placed into a map folder)

L, [Nakiska], 1987. (4 blueprints have been placed into a map folder)

L, [Access Control, Reports, Miscellaneous], 1986-1987. (Reports only)

[Miscellaneous, Access Control, All Venues, 1986-1987]. (Plans and blueprints have been placed into map folders)

Access Control, COP [Canada Olympic Park], 1986-1987. (1st of 2 folders; includes minutes of Venue management meetings and of Access Control/Accreditation Orientation session, and plans)

Box 4

Access Control, COP [Canada Olympic Park], 1986-1987. (2nd of 2 folders)

Access Control, Card Reader Systems, 1986-1988. (3 folders; includes draft agreements between Digitech and OCO'88, and plans)

Access Control, CNC [Canmore Nordic Centre], 1986-1987. (Includes plans, agenda and minutes of Venue Management Committee meetings, and agenda of Nordic Combined meeting; blueprint was placed into a map folder)

**Copyright City of Calgary**

Box 4 (cont'd)

Access Control, OVII [Olympic Village II], 1987. (2 folders; includes agenda and minutes of Canmore Olympic Village Operations Committee meetings, minutes of Canmore Olympic Village Accreditation meeting, minutes of Venue planning meeting, minutes of Security meetings, agenda and report on the Canmore Olympic Village Operations Workshop; plans, policies and questionnaire)

Access Control, OVI [Olympic Village I], 1986-1987. (1st of 3 folders; includes agenda and minutes of Olympic Village I Operations Committee meetings, minutes of Access Control meetings, minutes of Accreditation meetings, agenda and report on Olympic Village I Operations Workshop; plans)

Box 5

Access Control, OVI [Olympic Village I], 1986-1987. (2nd and 3rd of 3 folders)

Access Control, Nakiska, 1987. (2 folders; includes plans and agenda of Access Control meeting)

Access Control, IBC [International Broadcast Centre], MPC [Main Press Centre], Max Bell, Plaza, Palliser, 1986-1987. (3 folders; includes plans; minutes of Max Bell Arena Venue Planning meeting; agenda and minutes of Olympic Plaza meetings, and of Plaza/Centre/Arts Sites meetings; agenda and minutes of Palliser Hotel meetings)

**Copyright City of Calgary**

**Box 6**

Access Control, Olympic Oval, F.D. Bauer, McMahon, 1986-1987. (2 folders; includes plans, agenda and minutes of Oval/Bauer/McMahon Venue Committee meetings)

[Access Control, Reports], c. 1987.

Access Control: Equipment, Clothing, Signage, Security, Transport, 1986-1987.  
(3 folders)

Access Control, Saddledome, Corral, 1986-1988. (2 folders; includes plans, notices and notes or minutes of meetings)

**Box 7**

Access Control, Signage, 1987-1988. (3 folders)

Access Control, Nakiska, COP, 1986-1987. (2 folders; includes plans)

Access Control, Accreditation, 1986-1987. (2 folders)

**Box 8**

Access Control, Planning, 1986-1987. (2 folders; includes minutes)

Access Control, Preview'88, CNC, Saddledome, 1986-1987. (2 folders; includes plans and minutes)

Access Control, Volunteer Training, 1987. (2 folders; manual, includes minutes)

[Venue Plans], n.d. (2 folders; copies of plans from various venues)

**Copyright City of Calgary**

**Box 9**

[Venue Planning], 1984-1985. (2 folders; may be very similar to 1985 file)

[Venue Planning], 1985. (2 folders; manual form)

Nakiska, Venue Planning, 1985. (3 folders; manual)

**Box 10**

Venue Planning, 1986. (Includes minutes, plans)

[Venue Planning, Minutes], 1986-1987.

[Accreditation, Preview 88 General], 1986-1987.

[Canmore Nordic Centre, Drawings], 1987. (10 blueprints have been placed into a map folder)

[Nakiska, Drawings], 1987. (9 blueprints have been placed into a map folder)

Sport Schedules, 1986-1987. (2 folders)

Supervisor, Access Control, 1985-1988. (2 folders; this material was originally in a large brown folder containing information on Access Control, Jimmy Condon Arena, Olympic Games Plans and budgets)

**OVERSIZE MATERIAL**

**Oversize Box 11**

Saddledome, Corral, 1987. (51 plans)

OVII [Olympic Village II, Canmore Olympic Village], 1987. (14 plans)

**Copyright City of Calgary**

Oversize Box 11 (cont'd)

CNC [Canmore Nordic Centre], 1987-88. (8 plans re Access Control)

CNC [Canmore Nordic Centre], 1986-1987. (22 plans)

COP [Canada Olympic Park], 1987. (36 plans; 1 blueprint)

Venue Master, 1987. (66 plans from all venues, some untitled)

Nakiska, [Olympic] Plaza, 1987. (23 plans; 2 blueprints)

A/C Station Locations (Master) [Access Control], 1987. (2 folders; 86 plans; includes

Canmore Olympic Village, Olympic Saddledome, Corral, University of Calgary, Norma Bush Arena, Canmore Nordic Centre, Olympic Oval, International Broadcast Centre, Max Bell Arena, Mt. Allan/Nakiska Ski Site, Canada Olympic Park, McMahon Stadium)

Canmore Olympic Villages, 1987-1988. (32 plans for signage at Canmore Olympic Village, Nakiska and Canada Olympic Park)

Oversize Box 12

Canmore Olympic Village (OVII), 1987-1988. (10 plans re Access Control)

Calgary Olympic Village (OVI), 1987-1988. (10 plans re Access Control)

Max Bell, IBC/MPC [International Broadcast Centre/Main Press Centre], 1987-1988.  
(8 plans re Access Control)

Oval, F[ather] D[avid] Bauer, 1987-1988. (12 plans re Access Control)

Canada Olympic Park, 1987-1988. (8 plans re Access Control)

Saddledome, Corral, 1987-1988. (7 plans re Access Control)

Copyright City of Calgary

Oversize Box 12 (cont'd)

Nakiska, 1987-1988. (8 plans re Access Control)

IBC [International Broadcast Centre], MPC [Main Press Centre], Max Bell, CCC  
[Calgary Convention Centre], 1987. (52 plans)

OVI [Olympic Village I, University of Calgary], 1986-1987. (30 plans)

McMahon, Oval & FDB [Father David Bauer], 1987. (89 plans)

**Oversize material in map folders:** (Map Cabinet 1/2)

B, Access Control, Reference Manual, 1988. (Blueprints: Nakiska Ski Area, Base Area  
General Arrangement/Site Plan; Nakiska Ski Area, Mid-Mountain Area General  
Arrangement/Site Plan)

B, [Miscellaneous & Plans], 1987-1988. (Blueprints: Canada Olympic Park, Fences &  
Gates; Canmore Nordic Centre, Event Fencing Layout; Canmore Nordic Centre,  
General Arrangement/Site Plan, 16 December 1987)

L, [Canada Olympic Park, Drawings], 1987. (Blueprints: Canada Olympic Park,  
Siteworks - Earthworks, Underground Utilities, Electrical, Landscaping and  
Miscellaneous Minor Structures, Site Plan South General Arrangement; Canada  
Olympic Park, Siteworks - Earthworks, Underground Utilities, Electrical,  
Landscaping and Miscellaneous Minor Structures, Site Plan North General  
Arrangement)

L, [Canmore Nordic Centre], 1987. (Blueprints: Canmore Nordic Centre, General  
Arrangement Site Plan (2 copies); [untitled - Canmore Nordic Centre])

**Copyright City of Calgary**

Oversize material in map folders (cont'd):

L, [Max Bell Arena], 1987. (Blueprint: Max Bell Arena, General Arrangement Site Plan)

L, [McMahon Stadium], 1987. (Blueprint: McMahon Stadium, General Arrangement Site Plan)

L, [Olympic Oval], 1987. (Blueprints: University of Calgary, Speed Skating Oval General Arrangement Site Plan; Olympic Speed Skating Oval, Level 1 Floor Plan; Olympic Speed Skating Oval, Level 2 Floor Plan)

L, [Father David Bauer/Norma Bush Arena], 1987. (Blueprints: Father David Bauer Arena, Main Floor Plan; Father David Bauer Arena, Upper Level/Floor Plan; Norma Bush Arena, Main Floor Plan)

L, [Canada Olympic Park], 1987. (Blueprints: Canada Olympic Park, Siteworks - Earthworks, Underground Utilities, Electrical, Landscaping and Miscellaneous Minor Structures, Site Plan North General Arrangement; Canada Olympic Park, Siteworks - Earthworks, Underground Utilities, Electrical, Landscaping and Miscellaneous Minor Structures, Site Plan South Temporary Facility Grading)

L, [Nakiska], 1987. (Blueprints: Nakiska Ski Area, Mid-Mountain Area, General Arrangement/Site Plan; Nakiska Ski Area, Base Area General Arrangement/Site Plan; Nakiska Ski Area, Site Layout, Base Area Media Corrals and CTV HB Compound; Nakiska - Mid Mountain, Media Corrals)

[Miscellaneous, Access Control, All Venues, 1986-1987]. (Blueprints: XV Olympic Winter Games Organizing Committee, OCO'88 Accreditation Schedule; Olympic Plaza, Site Plan; Canmore Nordic Centre (Preliminary Site Plan 1988 Olympics);

**Copyright City of Calgary**

Oversize material in map folders (cont'd):

Stampede Park, General Arrangement Venue Site Plan; Foothills Athlete [sic] Park, Fr. David Bauer/Norma Bush Arenas, General Arrangements/Site Plan; University of Calgary, Speed Skating Oval General Arrangement Site Plan; McMahon Stadium, General Arrangement Site Plan; Max Bell Arena, General Arrangement Site Plan.

Plans: Corral, Event Floor Access Control; Corral, Event Floor Plan; Round-Up Centre, Media Access; Round-Up & Archie Boyce, Main Floor Plan; Main Press Centre (Roundup Centre Floor Layout); Big Four Building, Lower Floor Plan; Max Bell Arena, Main Floor Plan, Curling; Olympic Speed Skating Oval, Level 1 Floor Plan; Olympic Speed Skating Oval, Level 2 Floor Plan; Norma Bush Arena, Main Floor Plan; Father David Bauer Arena, Upper Level Layout; Father David Bauer Arena, Main Floor Plan; Olympic Saddledome, Event Floor Access Control; Olympic Saddledome, Event Floor Mezzanine Access Control; Olympic Saddledome, Mid-Concourse Access Control; Olympic Saddledome, Event Floor Room Designations; Olympic Saddledome, Event Floor Mezzanine Room Designations; Olympic Saddledome, Mid-Concourse Room Designations (2 copies); Olympic Saddledome, Mid-Concourse Mezzanine Room Designations; Olympic Saddledome, Box Level Room Designations; Olympic Saddledome, Partial Upper Tier & Catwalk Room Designations (2 copies); Stampede Park, Overall Site Plan; Stampede Park, General Arrangement Venue Site Plan)

**Copyright City of Calgary**

Oversize material in map folders (cont'd):

Access Control, CNC [Canmore Nordic Centre], 1986-1987. (Blueprint: Canmore Nordic Centre (Preliminary Site Plan 1988 Olympics))

[Canmore Nordic Centre, Drawings], 1987. (Blueprints: Canmore Nordic Centre, Permanent Building Interiors, Day Lodge, Ground Floor & Second Floor; Canmore Nordic Centre, Permanent Building Interiors, Cross Country Team Room, Biathlon Team Room; Canmore Nordic Centre, Permanent Building Interiors, Maintenance Building, Biathlon Building; Canmore Nordic Centre, Temporary Shelters Interior Layout (840-A301); Canmore Nordic Centre, Temporary Shelters Interior Layout (840-A302); Canmore Nordic Centre, Temporary Shelters Interior Layout (840-A303); Canmore Nordic Centre, General Arrangement Site Plan; Canmore Nordic Centre, Temporary Shelters Interior Layout (840-A304); Canmore Nordic Centre, Temporary Shelters Interior Layout (840-A305); Canmore Nordic Centre, Spectator/Food Services Interior Layouts)

[Nakiska, Drawings], 1987. (Blueprints: Nakiska Ski Area, Site Layout, Nakiska Ski Area and Drawing Index; Nakiska Ski Area, Site Layout, Base Area General Arrangement/Site Plan; Nakiska Ski Area, Site Layout, Mid Mountain Area General Arrangement/Site Plan; Nakiska Ski Area, Architectural Interiors - Permanent Structures - Base Area Daylodge Main & Second Floor; Nakiska Ski Area, Architectural Interiors - Permanent Structures - Mid Mountain Daylodge Main Floor & Basement; Nakiska Ski Area, Architectural Interiors - Permanent Structures - Base Area Ski Training Ctr./Admin. Bldg./Ski School/Ski Rental/Ski

Copyright City of Calgary

Oversize material in map folders (cont'd):

Patrol/Race Finish; Nakiska Ski Area, Architectural Interiors - Temporary Structures - Temporary Shelters; Nakiska Ski Area, Architectural Interiors - Temporary Structures - Temporary Instant Structure Main Spectator Centre; Nakiska Ski Area, Architectural Interiors - Temporary Structures - Temporary Instant Structure Mid-Mtn. Spectator Centre/Volunteer Shelters)

**X. Team'88 Services Group, Volunteer Department, Minutes and Other Material [multiple media]. -- 1983-1988. -- 3.65 m of text and other material.**

**Archival Description:** The foundations for the volunteer programs were laid by the Human Resources Department (see Series II) prior to the establishment of the Volunteer Department in 1984 October. Initially, the Volunteer Department was part of the Operations Group, and much of the material in this series of records reflects that organization. Russ Tynan began as General Manager, Volunteers, in 1985 May, and he reported to the Vice President, Operations Group, Bruce Cleveley. He remained in that position through to 1987, and with the formation of the Team'88 Services Group, Tynan, served as General Manager, Volunteers, within that Group. With the organizational changes to OCO in the fall of 1987, Paul Taylor became Manager of Volunteers within the Team'88 Services Group, and Russ Tynan returned to duties within the Operations Group. The activities of both men are predominantly reflected in this series of records.

**Scope and Content:** The series has been divided into three sub series:

Committee Files and Reports - many committee files include information on volunteer discontents and resignations, and almost all of them have lists with names and addresses of committee members. Restrictions have been placed on only one or two files as very little of this information is of a confidential nature. When known, the Chair(s) of each committee is given following each committee file. Some, but not all, files were initially given file numbers by OCO, and these have been retained, but in the final arrangement of the files as they arrived at the City of Calgary Archives, it was impossible to determine the reasoning behind the file numbering system.

Day and Program Files - the Day and Program Files are mainly the general correspondence files of Paul Taylor. Again, some files were originally given file numbers.

Clothing Program - the records of the Clothing Program reflect the activities of several individuals: John Pickett, the General Manager of Olympic Services during the time when the Clothing Program was part of that group; Mary Sedgwick, the Supervisor of Olympic Services; Russ Tynan, the General Manager, Volunteers; and Flo Traptow (Whitrow), Supervisor, Clothing. They arrived at the Archives in boxes labelled "Paul Taylor," and have been retained with the rest of his material. Initially (1985), the Clothing Program was to be part of the [Olympic] Services Group of OCO, and the Manager, Clothing (although not yet appointed) was to report to the General Manager, [Olympic] Services, John Pickett. However, this was delayed when, in 1986 February, the Canadian Olympic Association made a proposal to hire a Clothing Coordinator to manage the clothing programs for three games: Pan Am '87, Winter Olympics'88, and Summer Olympics '88. But by 1986 May; with the program eight months behind an "optimum schedule," Russ Tynan sought immediate authorization for the appointment of

a Manager, Clothing to "allow us to meet our targets with the smallest amount of scrambling and problems." Flo Traptow, formerly Whitrow, the Supervisor of Clothing, worked under Tynan and later, Paul Taylor. The records of the Clothing Program include sample items from the uniforms worn by Team'88 volunteers--everything from cowboy hats and toques to ski boots and ski suits (Boxes 16 through 32).

A box of oversize items concludes the series.

Fading faxes have been replaced with photocopies. In one instance, however, (Sun Ice, 1986-1987, Box 14), the document was faded so severely that it would not copy; a typed copy has been used to replace the original.

Other material in this series includes 37 cultural historic items (35 items of clothing and two embroidered Olympic crests), four transparencies and four computer diskettes.

An obituary of Flo Traptow may be found in Appendix IV

The title is based on the contents of the series and box labels.

A list of file titles follows.

**File Listing:**

**SUB SERIES: COMMITTEE FILES AND REPORTS**

Box 1

Calgary Olympic Centre, 1986. (Actually covers the years 1984-1987)

Library Archives [Committee], 1985-1987. (Includes notice of meeting; Chair: Connie Chadwick-Lynch)

Canada Olympic Park, 1987. (Includes notices, agenda and minutes of the Canada Olympic Park Venue Management Committee; Francis Saville, Venue Chairman)

Medals [Committee], 1985-1987. (Includes terms of reference; Chair: Fred Valentine, 1985)

Special Projects, Town Hall Meetings, 1984-1985. Canada Olympic Park, 1987. (Pamphlets, agenda and minutes of Town Hall meetings)

H.99.4.1.2. Finance, Insurance [Committee], 1985-1987. (Chair: Jim McCartney)

H.99.4.1.2. Finance, Planning [Committee], n.d. (Outline of committee scope and membership; Chair: Barry Mitchelson)

Finance, Procurement Systems Committee, 1985. (Chair: Grant Wallace)

H.99.4.1.2. Finance, Systems [Committee], 1986. (Chair: Barry Foss)

H.99.4.1.2. Finance, Systems Design [Committee], n.d. (Chair: Wayne Nysetvold)

H.99.4.1.2. Finance, Systems Electronic Mail [Committee], n.d. (Chair: Dave McKay)

H.99.4.1.2. Finance, Systems Results [Committee], n.d. (Chair: Bob Shaw)

Telecommunications [Committee], 1986-1987. (Includes agenda and minutes; Chair: Bob Eccleston)

**Copyright City of Calgary**

Box 1 (cont'd)

H.99.4.1.1. Communications, Media [Committee], n.d. (No Chair named)

Native People's Committee, 1986. (Chairman: Harold S. Millican)

H.99.4.1.4. Olympian's Sport Council, 1982-1987. (Chairman: Kay Pringle;  
Honorary Chairman: Ken Read)

Language Services [Committee], 1985-1987. (Includes notices and minutes of  
meetings, report; Chairman: Dr. Juergen Jahn)

H.99.4.1.0. Board, Facilities, Pageantry [Committee], 1983-1987. (Includes notices and  
minutes of meetings, report; oversize blueprint of a pageantry schedule has been  
placed in a map folder in Map Cabinet 1/3; Chairman: T. Tanner)

Youth [Culture] [Programs], 1985- 1987. (Includes report; Chairman: Karol M. Dabbs)

Speakers' Bureau, 1986-1987. (Includes notices and minutes of meetings; Acting  
Chairman: Marty Way)

Box 2

[Olympic] Torch Relay [Committee], 1984-1987. (Includes notices and minutes of  
meetings; Chair: Dr. Jean Leiper, 1985 February; Tom Eason, c. 1985 October;  
Manager, Olympic Torch Relay: Jim Hunter, 1986)

H.99.4.1.1. Communications, Tri-Level Government Olympic Coordination [Committee],  
1984-1985.

Research Committee, 1987.

Security Clearance Committee, 1987. (Chair: H. Johnson)

**Copyright City of Calgary**

Box 2 (cont'd)

Mayor's Office Committee, Olympic Villages, 1987. (Co-Chairs: Bob Niven and Paula Andrews)

Ceremonies [Committee], 1984-1987. (Chair: Ed Roberts)

Education & Curriculum [Committee], 1983-1986. (The last meeting of this committee was held on 1986 September 22, and all members were to be reassigned; Chair: Jeanette King)

Mascots [Committee], 1985-1987. (Includes notices and minutes of meetings; Chair: Lane Kranenburg, 1986 July - 1987 October; Dave Thompson, 1986 January - June)

Operations, Hosting [Committee], 1985-1987. (Includes minutes, report; Chair: Unni S. Claridge)

Operations, Food Services [Council Committee], 1984-1985. (Includes notices and minutes of meetings; Chair: Brent Davis)

Ecumenical [Services Committee], 1985-1987. (Includes minutes of meeting; Chair: Bishop Paul O'Byrne)

Adopt-a-Parent Committee, 1987. (Co-Chairs: Norma Sieppert and Rich Jones)

H.99.4.1.3. Marketing, Licensing [Advisory Committee], 1985. (Includes objectives and goals of the committee; Chair: Jim Robinson)

Operations, Accommodation [Committee], 1984-1987. (Includes notice of meeting, report, copy of draft agreement between OCO and "accredited" hotels in Calgary; Chair: Leo den Oudendammer)

**Copyright City of Calgary**

Box 2 (cont'd)

Access Control Committee, 1987. (Includes minutes; Chair: Rob McBride)

H.99.4.1.4. Operations, Accreditation [Program Committee], 1985-1987. (Includes agenda and minutes; Chair: Claire Potvin)

H.99.4.1.2. Finance, Finance & Budget [Committee], n.d. (Chair: John Lecky)

H.99.4.1.0. Board, Audit [Committee], n.d. (Chair: Ian Douglas)

Volunteer Courier Committee, 1987. (Includes outline of the purpose of the committee; Chair: Bob Don)

Operations, [Olympic Family] Transportation [Committee], 1986-1987. (Includes notices and minutes of meetings; Chair: Bill Kuyt, 1986 October - 1987 January; Mel F. Belich, 1987 January - November)

Spectator Services Committee, 1987. (Includes agenda; Chair: Peter Kasian)

Operations, Medical [Services Steering Committee], 1984-1987. (Includes minutes and copy of the Medical Services Bulletin, August 1, 1987; Chair/Chief Medical Officer: Bruce Challis; Manager, Medical Services: Lane Casement)

H.99.4.1.4. Sports, Sports Committee Chairmen, 1985-1986. (Includes report, notices, agenda and minutes of different Sport Committees)

Announcers Committee, 1987. (Chair: Wayne Hardowa)

Box 3

H.99.4.1.4. Sports, Biathlon [Committee], n.d. (Chair: Veli Niinimaa)

Box 3 (cont'd)

- H.99.4.1.4. Sports, Alpine [Committee], 1985-1987. (Co-Chairs: Reto Barrington, Bill Wearmouth)
- H.99.4.1.4. Sports, Cross-Country [Committee], 1985-1986. (Includes reports and draft of newsletter; Chair: Alfred Fischer)
- H.99.4.1.4. Sports, Figure Skating [Committee], 1985-1987. (Includes agenda and minutes of meetings, statement from about 1987 August on the resignation of Frank Fleming; Chair: George Blundun; Vice Chair: Frank Fleming)
- H.99.4.1.4. Sports, Bobsleigh [Committee], 1985-1987. (Includes agenda, copy of Bobsleigh Committee newsletter; Chair: John Nixon)
- H.99.4.1.4. Sports, Curling [Committee], 1985. (Chair: Ray Kingsmith)
- Sports, Disabled Skiing Exhibition Committee, 1986-1987. (Includes notices of meetings; Chair: Jerry Johnston)
- H.99.4.1.4. Sports, Free Style Skiing [Committee], 1985. (Chair: Pat Judge)
- H.99.4.1.4. Sports, [Ice] Hockey [Committee], 1985-1987. (Chair: George Kingston)
- H.99.4.1.4. Sports, Luge [Committee], 1985-1986. (Chair: Doug Hansen)
- H.99.4.1.4. Sports, Short Track Speedskating, 1985. (Chair: John Thorpe)
- H.99.4.1.4. Sports, Ski Jumping, 1984-1986. (Chair: Roy Andersen)
- H.99.4.1.4. Sports, Speed Skating, n.d. (Chair: Klaas Schipper)
- Arts Festival [Culture Committee], 1983-1987. (Includes agenda and minutes of Arts Festival Core/Planning meetings, minutes of Olympic Plaza Steering Committee; Chair: Jane Edwards. An organizational Chart of 1985 October suggests that

Box 3 (cont'd)

the Culture Committee was composed of four "sub-committees": Ceremonies, Arts, Torch and Language Services. Also includes information on other committees: Coins and Philately Committee, Chair: Sam Nickle; Theatre & Dance Committee, Chair: L. Alan Robertson, replaced by Lynn duFort; Exhibitions Committee, Chair: Arthur Meads; [Arts Festival Committee, Chair: Rod Whitehead]; [Sculpture Committee, Chair: Arthur Meads]

Bow Corridor Olympic Arts & Crafts Working Committee, 1984-1985. (Chair: Tony Bloom)

Literary Arts [Working Committee], 1985-1987. (Includes notices and agenda of meetings; Chair: Judi Gunter - resigned 1987 February)

Volunteer Committees, 1985. (Scope, purpose, memberships and chairmanships of all Volunteer Committees)

Venue Management, 1985-1986. (Organizational charts and Position Descriptions)

Volunteer Department, Progress Reports, 1987.

Progress Reports, 1986-1988. (2 folders)

Box 4

Progress Reports, 1984-1986. (2 folders)

Guidelines for the Use of the Volunteer Policies and Procedures Manual, c. 1986.  
(4 copies, 3 are bound)

Games Staffing, 1987.

**Copyright City of Calgary**

Box 4 (cont'd)

Games Staffing, Manpower, Budgeting, 1987. (2 folders; includes a diskette)

Committee Structure and Manpower Project, 1986. (Includes agenda, notices and minutes of the Volunteer Recruitment/Assignment Committee, Chair: Paul Taylor)

Access Control 1987.

Accommodation, Adopt-a-Parent Program, 1987.

Accreditation, 1987.

Alpine Sport, 1987.

Announcers Committee, 1987.

Arts Festival, 1987.

Box 5

Biathlon [Committee], 1987.

Bobsleigh [Committee], 1987.

Broadcast Relations, 1987.

Calgary Olympic Centre, 1987.

Calgary Olympic Village, 1987.

Canada Olympic Park, 1987.

Canmore, 1987. (Includes agenda of Access Control Committee meeting)

Canmore Nordic Centre, 1987.

Canmore Olympic Village, 1987.

**Copyright City of Calgary**

Box 5 (cont'd)

Ceremonies, 1987.

Clothing [Committee], n.d.

Cross Country, 1987.

Curling [Committee], 1987.

Disabled Skiing [Committee], 1987.

Figure Skating [Committee], 1987.

Food Services, 1987.

Freestyle Skiing [Committee], 1987.

Government Services, 1987.

[Ice] Hockey [Committee], 1987.

Hosting [Committee], 1987.

Housing, Adopt-a-Parent, 1987.

Language Services, 1987.

Library-Archives Committee, n.d.

Licensing [Committee], 1987.

Luge [Committee], 1987.

Marketing Projects, 1987.

Mascot [Committee], 1987.

Materials Management, 1987.

Max Bell/Airport [Committee], 1987.

Medals [Committee] - Festival of Light, 1987.

**Copyright City of Calgary**

Box 5 (cont'd)

Media Services, 1987-1988.

Media Villages, Broadcast Hill, Lincoln Park, SAIT, 1987.

Medical [Services], 1987.

Meteorological Services, n.d.

Nakiska, 1987.

Native Program, 1987-1988.

NOC Services, 1987.

Nordic Combined [Committee], 1987.

Oval/Bauer/McMahon, 1987.

Olympians [Committee], 1987.

Olympic Plaza/Calgary Centre for the Performing Arts/Arts [Festival], 1987.

Box 6

Pageantry, 1987.

Protocol, 1987.

Results [Distribution Committee], 1987.

Security, 1987.

Short Track Speed Skating [Committee], 1987.

Ski Jumping [Committee], 1987.

Spectator Services, 1987.

Speed Skating [Committee], 1987.

**Copyright City of Calgary**

Box 6 (cont'd)

Sports Information Office, 1987.

Stampede Park, 1987.

Systems [Committee], 1987.

Team Petroleum'88, 1987.

Telecommunications [Committee], 1987.

Ticketing, 1987.

Torch [Relay], 1987.

Transportation [Committee], 1987.

Venue Administrators, 1987.

Youth [Department and Committees], 1987.

Manpower Distribution by Day/by Venue/by Program, 1987. (2 folders)

Manpower Totals, Sept. 30, 1987.

**SUB SERIES: DAY AND PROGRAM FILES**

Box 7

[Transparencies], 1986. (4 overhead transparencies have been placed in Oversize

Box 33)

Paul Taylor, Day File, February-April 1988.

Paul Taylor, Day File, January 1988.

Paul Taylor, Day File, December 1987.

Paul Taylor, Day File, November 1987.

**Copyright City of Calgary**

Box 7 (cont'd)

Paul Taylor, Day File, October 1987.

Paul Taylor, Day File, August 1987.

Paul Taylor, Day File, June & July 1987. (2 folders)

Box 8

Paul Taylor, Day File, January to May 1987. (2 folders)

Volunteer Development Committee, September 1985-March 1987. (2 folders; includes notices and minutes)

Volunteer Development Committee, November 1984-September 1985. (2 folders)

Team'88 Building, 1987-1988.

Calgary Police Services, 1987-1988.

President, Security, 1986-1987. (Includes draft Security Services agreement)

Volunteer Liability, 1986-1987.

Job Descriptions, Volunteer Department, 1984-1987.

Box 9

Policy and Procedures, Vol[unteer Department], 1986.

"Go For the Gold," 1986. (Board game)

Legacies, 1985-1988.

Operations [Group], Volunteers, 1986-1987. (The Volunteer Department began as a part of the Operations Group)

**Copyright City of Calgary**

Box 9 (cont'd)

Pullin Productions, 1984-1986. (Includes draft script for audio-visual presentation)

H.99.4.1.4 Operations [Group], Volunteers, Recruitment, 1985-1987. (Includes notices and minutes of meetings of the Volunteer Recruitment/Assignment Committee, and reports from these meetings; Chair: Paul Taylor)

H.99.4.1 [Operations Group], Volunteer Training and Education, 1984-1987. (2 folders)

Box 10

Policy & Procedures, Volunteers, Human Resources, Secondments, 1986-1987.

(Includes leave of absence policies for The City of Calgary and other corporations; two computer diskettes)

OGP and Budget, 1986-1988. (2 folders)

"AFEs" [Authorization for Expenditure], 1984-1988.

1987/88 Budget Preparations Documents, Volunteer Department, 1987.

1987/88 Fiscal Budget, 1985-1987. (Also includes information on the 1985/86 budget)

**SUB SERIES: CLOTHING PROGRAM**

XV Olympic Winter Games, Clothing Proposal to EMT, November 12, 1986, 1986-1987.

Box 11

Clothing, Official Suppliers, 1982-1987. (Includes draft of agreement between OCO and White Ram Knitting Co. Ltd., 1987 February 24)

Clothing, Sun Ice, 1985-1986. (Includes copies of Sun Ice Information Update)

**Copyright City of Calgary**

Box 11 (cont'd)

Clothing, Team'88, 1986-1987.

Clothing, Budget, 1985-1987. (Computer diskette - probably spread sheets)

Clothing, Business Suits/Ski Suits, 1983-1987. (Includes samples of the Olympic crests as they were embroidered on to ultra suede jackets)

Clothing, COA, 1985-1986. (Includes copy of supplemental Agreement between the Olympic Trust of Canada and the Canadian Olympic Association and XV Olympic Winter Games Organizing Committee, 1984 December 14 regarding fund raising programmes)

Clothing, Distribution, 1986-1987. (Includes copy of draft agreement between OCO and Sport Chek (Alberta) Ltd., 1987 June 29)

Clothing, Manpower, 1985-1986. (Includes resumés - RESTRICTED)

Clothing, General Clothing Requirements, 1986-1987. (2 folders; includes sketches)

Box 12

Clothing, Olympic Games Clothing, 1986-1987. (3 folders)

Operations, Clothing, 1986-1988. (2 folders; includes notices, agenda and minutes of Clothing Committee meetings; Chair: Don Manning)

Clothing, General, 1984-1987. (1st of 3 folders; includes handbook and pamphlet)

Box 13

Clothing, General, 1984-1987. (2nd and 3rd of 3 folders)

Box 13 (cont'd)

[Clothing], Board Members, Financing, 1987-1988.

[Clothing, Board Members, 1987-1988.]

Clothing Program, 1985-1986. (2 folders)

Clothing Committee Meetings, 1984-1987. (2 folders; includes minutes, notices, agenda, and reports; Chair: Helen Hutton, 1984-1987; Don Manning, 1987 June-1988 (had been appointed Vice Chairman in 1987 March)

Box 14

Clothing Package Information, 1987-1988. (63 different packages of OCO clothing are listed)

Accessories, 1986-1987.

Duofold, White Ram, Adidas, 1986-1987.

Progress Report, 1986-1987.

Sport Chek, 1987.

Sun Ice, 1986-1987.

Sun Ice, 1987.

Business Attire, 1986-1987.

OCO'88 Volunteers Division, Schedule Progress and Performance Report, Clothing, 1987.

Item Order Detail Sheet, 1987. (Manual and printouts)

**Copyright City of Calgary**

**Box 15**

CTV Host Broadcasters, 1987.

Flo Whitrow, Day File, 1986-1987. (Supervisor, Clothing)

Clothing Forms, n.d.

Olympic Clothing Handbook, 1987.

[XV Olympic Winter Games, Clothing Assignment], 1988. (2 folders)

Design Theme, Environmental Colour Palette, n.d.

[Your Olympic Games Clothing], c. 1987-1988.

**Box 16**

Clothing: sweaters (2 items; size 4, alpine yellow-fireweed and sunset-fireweed)  
turtleneck (size L/G, white)

**Box 17**

Clothing: men's dress pants (2 items; size 34 Reg., grey)  
corduroy pants (2 items; size 10, grey)

**Box 18**

Clothing: ladies' blazers (2 items; size 10 and size unknown, alpine blue)

**Box 19**

Clothing: men's blazers (2 items; size 44 reg. and 42 lng., peyto green)

**Copyright City of Calgary**

Box 20

Clothing: men's dress shirts (2 items; size 34, white)  
ties (2 items; peyto green)  
toques (2 items; one size, yellow and sunset)

Box 21

Clothing: ladies' blouses (2 items; sizes 10 and 12, alpine blue)  
ladies' skirts (2 items; size 18, alpine blue)  
Clothing: scarves (2 items; alpine blue, attached to the blouses)

Box 22

Clothing: trench coat (ladies' size 14, glacier, some dirt on it)

Box 23

Clothing: trench coat (men's large, peyto green)

Box 24

Clothing: ski jacket (no size, Olympic yellow-fireweed, Canada Olympic Park Support)

Box 25

Clothing: ski jacket (ladies' small, sunset-glacier, Nakiska Sport)

**Copyright City of Calgary**

**Box 26**

Clothing: ski pants (2 items; ladies' size 10, Olympic yellow and sunset)

**Box 27**

Clothing: gloves (men's large, glacier, without Olympic snowflake and rings)

**Box 28**

Clothing: gloves (men's extra large, fireweed, with Olympic snowflake and rings)

**Box 29**

Clothing: ski boots (size 8, grey)

**Box 30**

Clothing: ski boots (size 8, grey)

**Box 31**

Clothing: cowboy hat (size 6 7/8, white, needs some repair)

**Box 32**

Clothing: cowboy hat (size 6 5/8, white)

Copyright City of Calgary

## **OVERSIZE MATERIAL**

Oversize Box 33

[Transparencies], 1986. (4 transparencies: Olympic Games Plan, Variance

Explanations, Operations Group; Revised OGP October 1986, Committed/-

Uncommitted Cost Analysis; Table of Contents; Volunteer Manpower

Projections)

[Clothing, Venue Colour Schemes], n.d.

[Fabric and Colour Samples], n.d.

**XI. Team'88 Services Group, Volunteer Department, Volunteer Training [multiple media]. -- 1984-1988; (predominant 1986-1987). -- 1.33 m of text and other material.**

**Archival Description:** With the use of volunteer training manuals and videotapes, volunteer training ranged from the general, such as an introduction to the Olympic movement and the sports of the XV Olympic Winter Games, to the more specific areas of venue orientations, program specific training and professional development. Volunteer training in the more specific areas went as late as 1988 January.

Once the Volunteer Department became part of the Team'88 Services Group of OCO'88 in 1987, Jennifer White, the Supervisor of Volunteer Training, reported to the Manager of Volunteers, Paul Taylor. Previous to that, she had reported to Russ Tynan, the General Manager of Volunteers in the Operations Group.

**Scope and Content:** The material in this series of records consists mainly of general correspondence. Some oversize materials have been placed in either larger, flat Hollinger boxes or in the map cabinet.

The other material consists of 130 slides, six photo prints, three plans, one poster and one drawing.

The title is based on the contents of the series and box labels.

A list of file titles follows.

**File Listing:**

Box 1

Budget, 1987.

Clothing, 1986-1987.

Committee Meetings, 1987. (Includes notices, agenda and minutes of meetings of the Training and Education Committee and the Volunteer General Training Committee)

Day File, 1986-1987. (2 folders)

Day File, 1987. (3 folders; includes newsletters, agenda, minutes, and pamphlets; oversize sketch of set design has been placed into a map folder and put into the map cabinet.)

Box 2

Emergency Response Training, 1987.

Gifts & Prizes, 1986.

Game, 1986-1987. (Includes instructions for the "Go For the Gold" board game)

Go Fo[r] the Gold, Bus Edition, 1987. (Includes handbook and draft copy of the game)

Orientation, History, 1984-1986. (Includes information pamphlets, employee benefits information booklet, handbooks and a copy of The Olympic Movement/Le mouvement olympique (1984); copy of Spirit of '88 (July 1986) was placed in Oversize Box 8)

Past Games, 1984. (Re Los Angeles)

**Copyright City of Calgary**

Box 2 (cont'd)

Managers Meetings, 1987. (Includes agenda, minutes and notes)

Progress Reports, 1986-1987.

Projects, 1986. (Reports include information on relations between Board, Volunteers and Staff)

Scheduling, 1986-1987. (Oversize schedules have been placed in Oversize Box 8)

Scheduling Project, 1987. (Oversize schedules have been placed in Oversize Box 8)

Sponsors, 1986.

Staff Meetings, OVC [Olympic Volunteer Centre], 1986.

Staffing, 1986. (2 folders; includes copy of Specific Training Manual; RESTRICTED material has been placed in second folder)

Box 3

Team Building, 1984-1986. (Includes project outlines and reports)

Training Needs Analysis, 1986-1987.

Training Program (6 Hour), 1985.

Training Program Updates, 1987. (Includes unidentified colour photo prints with holes punched in them, mainly of bobsledding events, for possible use in bobsleigh posters)

Volunteer Development Committee, 1986-1987. (Includes notices and minutes of meetings)

Specific Training Forms, n.d.

Copyright City of Calgary

Box 3 (cont'd)

Editorial Board Review, 1987.

Administrators, 1987. (Includes notices of and notes on Specific Training meetings for Administrators; Chair: Dale Dexter, 1987 April)

Interviews, June 22, 23 [1987]. (Reports; RESTRICTED)

Olympians, Nov. 29, 1986. (Includes agenda of the General Training Program presented to the Olympians; Chair of the Committee: Kay Pringle; Honorary Chair: Ken Read)

Cross Cultural, 1987.

Memory Training, 1987.

Team Building, John Dyer, 1987.

Secretary of State, 1987.

Access Control, DACUM, 1987. (Report and information on "Developing A Curriculum")

Hospitality/Protocol, n.d. (Copies of handbooks)

Youth Venue Tours, 1986-1987.

Police Department, 1987.

Trainers Handbook, 1987.

Travel Alberta, 1986.

Venue Tour, June 6, [1987].

Secretary Seconding, 1987.

Stress Management, n.d.

Copyright City of Calgary

Box 4

Chairman, Recruitment, 1987.

Volunteer Training Mandate, 1987.

Steering Committee, Training Review Project, 1987.

S.A.I.T. Secretary Intern, 1987.

Forum, April 4, 1987.

Orientation Package for Training, Gaie Dean, 1986-1987.

Games Staffing, n.d. (Report, c. 1986-1987)

Committee Meetings, 1986-1987. (Includes minutes of meetings of the Volunteer  
General Training Committee)

Special Requests, GT [General Training], 1986-1987.

Games Time Orient[ation], 1987.

Go For The Gold, Updates, 1987. (Copies of Board game)

'88 Answers, 1987. (Oversize poster has been placed in a map folder)

Incident Reports System, 1987.

Volunteer Development, 1987. (Includes notices and minutes of meetings of the  
Volunteer Development Committee)

Schedule Progress & Performance Measurement, 1987.

Olympic Movement, 1987. (Includes drafts of video presentation script; programme  
and copies of the "Song for Calgary", "Neighbours of the World")

Preview'88, 1987.

Press Articles, 1986-1987.

**Copyright City of Calgary**

Box 4 (cont'd)

Chairmen's File, 1987.

Canmore Training, 1987.

Box 5

Admin[istration] Information, 1987.

Training Administration, 1986-1987.

Specific Training Videos, 1987-1988. (3 folders)

Original Forms, n.d. (2 folders)

Box 6

Outplacement, 1987-1988. (3 folders; includes manual on a job-finding skills  
development seminar)

Projects Budget Manpower, 1987. (3 folders)

Box 7

Final Venue Training, 1987-1988. (3 folders; includes 35mm colour slides of venues  
and volunteers; OCO'88 Venue/Site Rules; some oversize plans have been  
placed in Oversize Box 8)

## **OVERSIZE MATERIAL**

Oversize Box 8

Orientation, History, 1984-1986. (Copy of Spirit of '88 (July 1986))

Scheduling, 1986-1987. (Oversize schedules; 2 notes)

Scheduling Project, 1987. (Oversize schedules; 2 notes)

Final Venue Training, 1987-1988. (2nd folder; plans: Mt. Allan/Nakiska Ski Site,  
Base Area Facilities Location Plan; Mt. Allan/Nakiska Ski Site, Mid-Mountain  
Facilities Location Plan; [Nakiska, Base Area])

**Oversize Material** placed into **map folders**: (Map Cabinet 1/4)

Day File, 1987 (1). (Sketch of set design)

'88 Answers, 1987. (Oversize poster)

**XII. Team'88 Services Group, Volunteer Department, Volunteer Training and Education Committee [multiple media]. -- 1983-1988; (predominant 1985-1988). -- 11 videotapes and other material.**

**Archival Description:** The mandate of the Volunteer Training and Education Committee was to "be responsible for developing curricula and organizing and implementing training programs for the volunteers." This work was closely tied to that of the Volunteer Training section of the Volunteers Department (see the records of Series XI, Team'88 Services Group) and also to the hosting program within the Department (Series VI). As well, the committee's mandate called for its Chairperson, Bernie Kahanoff, to report on its activities to the Volunteer Development Committee (Chairperson, Kate Thrasher, Series XIII) and to keep her committee's members aware of the activities in Volunteer Development areas.

Ms. Kahanoff also reported on the work of the committee to the Manager of the Volunteer Department, Paul Taylor. Previous to Taylor's appointment, Russ Tynan had acted as Staff Liaison to the Volunteer Training and Education Committee. Reports on Volunteer Training may be found in Series X, especially the Progress Reports in Box 3.

Lynda Golden was the Associate, Volunteer Training. Her work with the Volunteer Training and Education Committee was to develop and update the general training program given to all OCO'88 volunteers.

**Scope and Content:** This series of records consists of a number of manuals and handbooks as well as committee agenda and minutes. The video recordings from Box 6 are also in a consolidated form on the video entitled "Volunteer Specific Training: 'Compilation,' All Eight Programs", produced by Amalgam Film/Video Producers Inc., which is in Box 5. All videotapes are in VHS format except "A Day in the Life of a Nakiska Volunteer, 1st Gen[eration] Copy: Master" from Box 6 which is of broadcast quality.

The other material consists of two film reels, one drawing and .50 m of text.

The title is based on the contents of the series and box labels.

A list of file titles follows.

**File Listing:**

Box 1

Support Staff Manual, Access Control, n.d.

Volunteer Training Manual, c. 1985. (2 folders)

Stress Management Course, Specific Training for Olympic Torch Relay Mascot Team,  
1987.

Communication Skills for Access Control/Accreditation, n.d.

Specific Training Manuals, c. 1985-1987. (2 folders; includes manuals for Hosting,  
Calgary Olympic Centre, Train-the-Trainer, and The Recording Secretary)

Specific Training, Hosting, c. 1985. (Not an exact duplication of the "Hosting" section  
of the Specific Training Manuals, above)

Specific Training, Hosting Training, 1987.

How to Talk to Foreign Visitors, Participants Manual, 1987-1988.

Specific Training, Train-the-Trainer: Designing Competency-Based Training, c. 1987.  
(Not a duplicate of the "Train-the-Trainer" section of the Specific Training  
Manuals, above)

Specific Training, Team'88 Committee Effectiveness, n.d. (Includes overhead  
transparencies)

Specific Training, Processes of Perception, n.d.

Specific Training, Presentation Techniques, n.d. (Includes overhead transparencies)

Specific Training, OCO'88 The Recording Secretary, 1986.

Spectator Services, Team'88 Handbook, General, c. 1987.

**Copyright City of Calgary**

Box 2

Spectator Services, Team'88 Handbook, Nakiska, c. 1987.

Spectator Services, Team'88 Handbook, Stampede Park, c. 1987.

Spectator Services, Team'88 Handbook, Canmore Nordic Centre, c. 1987. (2 copies)

Spectator Services, Team'88 Handbook, Canada Olympic Park, c. 1987.

Spectator Services, Team'88 Handbook, Max Bell Arena, c. 1987.

Designing Competency-Based Training, Sept. 1987.

Messaging Services Group Volunteer Training Manual, n.d. (Includes information on  
Info'88)

Access Control Training, 1987-1988.

OCO'88 Transportation Department Volunteer Driver Manual, c. 1987.

Volunteer Policies and Procedures Manual, 1986.

Reference and Training Manual, Venues, Villages and Special Events Group, n.d.

Airport Main Terminal and Main Accreditation Centre, Airport Operations Manual, 1987.

Box 3

Volunteer General Training, Home Study, Olympic Highlights, 1987-1988.

Volunteer Training and Education, Scope and Job Descriptions, Needs Analysis, 1986.  
(2 folders)

Volunteer Training and Education Committee, 1984-1986. (2 folders; includes notices,  
agenda and minutes of meetings, with an outline of the Committee's mandate)

Training Requests Log, Programs, Venues, 1987.

Box 4

Steering Committee, 1987. [Specific Training] (Includes notices, agenda and minutes of Specific Training Committee meetings; Dale Dexter, Chairman)

Box 5

Volunteer Home Study Program, 27 min. (Features Bernie Kahanoff and Lynda Golden; 4 copies--one of these was marked "your dub" by Ann Craig of Videodex and another labelled with a CFCN tag but appears to be the same video. This videotape was meant to accompany the Volunteer Training Manual)

Volunteer Specific Training: "Compilation," All Eight Programs. (2 copies; no time given; produced by Amalgam Film/Video Producers Inc., 11, 1916 - 30 Avenue N.E., Calgary, T2E 7B2. The eight programs are as follows:

1. Accreditation & Access Control - featuring Claire Potvin, Manager, Accreditation, and Rod McBride, Chairman, Access Control
2. Hosting - featuring Unni Claridge
3. Medical Services - featuring Dr. Bruce Challis, Chief Medical Officer
4. Spectator Services - featuring Peter Kasian, Chairman, Spectator Services and John Dinny, Vice Chairman
5. Systems - featuring Burry Foss, Chairman, Systems Committee
6. Telecommunications - featuring Bob Eccleston, Chairman, Telecommunications Committee

**Copyright City of Calgary**

Box 5 (cont'd)

7. Transportation - featuring Mel Belich, Chairman, Transportation Committee.

(Note: this committee was responsible for Olympic Family transportation; the City of Calgary Olympic Transport Group was responsible for the transportation of spectators)

8. Villages - featuring Ted Sullivan, Manager, Olympic Villages

OCO Volunteer Video, 12:05, April 1987. (Volunteer General Training Video with the same information as on the Volunteer Home Study Program, but without the introduction and comments by Bernie Kahanoff and Lynda Golden; 2 copies - one marked "Copy #1, Master Release, Mary Lanan", the other marked "Copy #4, Mary Lanan, Proj. Mgr")

Box 6

XV Olympic Winter Games, Volunteer Specific Training, "Telecommunications," November 7, 1987. (Length/time not given)

XV Olympic Winter Games, Volunteer Specific Training, "Transportation," November 7, 1987. (Length/time not given)

XV Olympic Winter Games, Volunteer Specific Training, "Spectator Services," November 7, 1987. (Length/time not given)

XV Olympic Winter Games Organizing Committee, Volunteer Specific Training, "Medical Services," [1987]. (Length/time not given; has an OCO'88 label on it rather than an Amalgam label)

**Copyright City of Calgary**

Box 6 (cont'd)

XV Olympic Winter Games Organizing Committee, Volunteer Specific Training, "Systems," [1987]. (Length/time not given; has an OCO'88 label on it rather than an Amalgam label)

A Day in the Life of a Nakiska Volunteer, 1st Gen[eration] Copy: Master, December 1987. (Master Broadcast Videocassette, Color Plus. Note: this is the only videotape in these two boxes which is not in VHS format.)

Box 7

Amalgam Film/Video, Calgary Olympic Volunteers, Design Concept, October 17, 1987. (Oversize sketch of the set design has been placed in a map folder)

OCO'88 Volunteer Training Guidelines, [1988]. (3 copies; consists of the "Final Report, Volunteer Training")

Volunteer Training Manual, Calgary'88, 1985. (2 copies)

Volunteer Training Manual, Calgary'88, 1985. (This version differs from the two copies mentioned above.)

OCO: Volunteer Video, Training. (Film: 16 mm)

[Box] 8

CRM McGraw-Hill Films, Team Building, 1983. (Film: 16 mm; 18 minutes, color, with note: "Recommended for use in Management Training, Communications, Problem Solving and Psychology classes." This is not in a storage box)

Copyright City of Calgary

**OVERSIZE MATERIAL**

**Oversize Material** in **map folder**: (Map Cabinet 1/4)

Amalgam Film/Video, Calgary Olympic Volunteers, Design Concept, October 17, 1987.

(Oversize sketch)

**XIII. Team'88 Services Group, Volunteer Department, Volunteer Orientation [multiple media]. -- 1984-1987. -- 239 slides and other material.**

**Archival Description:** From 1985 April to 1985 July, Kate Thrasher held the position of Chairman, Communications and Orientation Volunteer Development Committee. From 1985 November, the Committee was titled the Volunteer Orientation and Communication, Volunteer Development Committee, but more commonly known as Volunteer Orientation. The first step in the Volunteer Development Program was to introduce volunteers to the Olympics, and then to identify their specific areas of interest and ability and match these to available roles within the organization. The Volunteer Orientation program was in operation from mid-1985 to mid-1987, and during this time, 133 sessions were held attended by 16,436 volunteers and staff (Official Report, p. 441).

**Scope and Content:** The records in this series consist of a number of manuals and sample copies of forms (duplicates have been removed), as well as some general correspondence. It concludes with two binders of colour, 35 mm. slides. Each of the binders contains three sets of slides labelled "C," "R," or "L." A comparison of all six sets of slides indicated none of the series was exactly identical; however, individual images are sometimes repeated, and there are many slides in each of the series which have an "equivalent" in another series. For example, an image of a construction site at Canada Olympic Park in binder #1 may correspond with an image of construction at the Olympic Oval in binder #2. Similarly, there may be equivalent sports images (hockey, cross country skiing, alpine skiing, etc.), opening ceremonies or graphics images in the different sets of slides.

Each set of slides was used in an audio-visual volunteer orientation and was probably presented some time between 1985 and 1986. One of the most telling differences between the sets of slides is the one slide in each series indicating the organizational structure of OCO. In some series, there are only four major groups shown in the organizational structure of OCO, while in another, there are five. The accompanying audiotapes also make this major distinction. As well, Binder #1 "C-series" slides contain more images from the Olympic Games in Sarajevo than there are in Binder #2. This may indicate that the first set of slides are an earlier version of the presentation. Researchers should note that none of the slides has been identified individually.

Most of the audiotapes in Box 3 were labelled "For AVL 'Travler III' presentation unit." This was, no doubt, a special piece of audio-visual equipment which coordinated the slide presentation with the audio presentation. When these audiotapes are played on a standard cassette recorder, there is a great deal of interference over the narration and listening is difficult.

**Copyright City of Calgary**

The videotape in Box 3 duplicates one of the slide and audiocassette presentations.

Other material includes .60 m of text, 4 sound cassettes and 1 video.

The title is based on the contents of the series and box labels.

A list of file titles follows.

**File Listing:**

Box 1

Summary Report Orientation, 1986.

OCO'88 Volunteer Orientation, Chairman's Manual, c. 1984-1986.

OCO'88 Volunteer Information/Orientation Sessions, Instructions - Organizer, 1986-1987.

OCO'88 Volunteer Information/Orientation Sessions, Instructions - Information Officers, 1986-1987.

OCO'88 Volunteer Information/Orientation Sessions, Instructions - OCO Staff, 1987.

OCO'88 Volunteer Information/Orientation Sessions, Instructions for Interviewers, 1986-1987.

Special Projects, Volunteer Orientation Sessions, May 13 - June 26, [1985]. (Includes Southern Alberta Jubilee Auditorium License Agreement, 1985)

Interviews, Correspondance [sic], Participants, 1985-1987.

Letters/Correspondence Re: Orientation, Active Volunteers, 1986.

Kate Thrasher, Applicant Correspondence, 1985-1986.

1986 Sessions, March, April, June, 1986-1987.

Close of Applications, 1987.

Staff Presentation, 1985-1987.

Film Orientation, 1984-1986. (Includes drafts of Audio-Visual Volunteer Orientation scripts)

Copyright City of Calgary

Box 2

L.A.O.O.C., Kate Thrasher, For Decision, n.d. (Copies of reports and forms from Los Angeles)

Information Session, Interviewer Training, Sept. 8, [1986], 1985-1986.

Kate Thrasher, For Discussion, 1986-1987.

Registration Forms, Volunteer Applicants, n.d.

Orientation, November 20, 1985, Olympic Volunteer Centre.

Canadian Ski Patrol Society, 1986.

Volunteer Chairmen Orientation, September 24, 1985.

Out of Town Orientations, 1986-1987. (Includes speeches, agenda, and newspaper advertisements)

Organizers Reports, 1986-1987.

Orientation, Attendance Totals, Sept. 22 to Nov. 29, 1986.

Orientation, Attendance Totals, Jan. 17 to June 27, [1987].

Attendance Lists, 1986.

OCO'88 Nametags, Blanks, n.d.

OCO'88 Information Session Schedules, 1985.

OCO'88 Handouts to Interviewers, Sets, n.d.

OCO'88 Comment Sheet, Extra, n.d.

Packaged Volunteer Forms, n.d.

Volunteer Application Form #1, n.d.

Volunteers Application Form #2, n.d.

**Copyright City of Calgary**

Box 2 (cont'd)

Volunteers Application Form #3, n.d.

Volunteer Information Form, n.d.

Volunteers Info[rmation] Form Out of City (Witness of Signature), n.d.

Volunteer "Short Forms," n.d.

Experience Codes, n.d.

Activity Codes, n.d.

Clothing Questionnaire, n.d.

Clothing Form, n.d.

Volunteer Requirement Forms, n.d.

Green Sheets, n.d. (Volunteer Activity Form)

Language Skills Questionnaire, n.d. (Includes forms for language skills in German and French)

Box 3

OCO'88 Volunteer Orientation, Audio-Visual Presentation, Operating Instructions and Scripts, 1985-1986. (Various scripts for the A/V presentation)

OCO'88 Volunteer Orientation Version II, Dub July 1986. (VHS Videotape)

OCO'88 Volunteer Orientation, May 19, 1985. (Audiotape for AVL Travler III presentation unit; accompanied "R-series" slides from Slide Binder #1)

OCO'88 Volunteer Orientation, May 19, 1985. (Audiotape for AVL Travler III presentation unit; accompanied "L-series" slides from Slide Binder #1)

Copyright City of Calgary

Box 3 (cont'd)

OCO'88 Volunteer Orientation, Version 2, July 1986. (2 audiotapes which accompanied

"C-series" slides from slides binder #2; the second audiotape is labelled "Dub #2." Although not indicated, these audiotapes were probably intended for the AVL Travler III presentation unit.)

Box 4

Slide Binder #1

Box 5

Slide Binder #2

**XIV. Team'88 Services Group, Volunteer Department, Volunteer Recognition [multiple media]. -- 1984-1988. -- 116 cultural historic items and other material.**

**Archival Description:** The Volunteer Recognition program was developed in 1985 with the purpose to recognize and award volunteers for helping to meet the objectives of OCO'88. The rewards were based on the system developed by the International Olympic Committee for rewarding excellence--Bronze, Silver and Gold, with an added base level, Red--and were awarded using the following criteria:

1. Length of active service.
2. Responsibility and importance of the volunteer role.
3. Activity and performance of the volunteer.

A number of events were held by OCO'88 to recognize the assistance of its volunteers, but the main events were the annual dinner and dance held for Team'88 members and guests beginning in 1985. Eight hundred people attended the initial recognition dinner, and this number grew to 15,000 for the final dinner held in 1988 March.

When the recognition program was initiated, Cathy Glover worked under the direction of Russ Tynan, the General Manager of the Volunteer Department in the Operations Group. Her initial title seems to have been, Coordinator, Volunteer Affairs. This was later changed to Coordinator, Volunteer Development, and finally, she was referred to as the Coordinator, Volunteer Recognition. Her role was to develop, administer and coordinate the Volunteer Orientation, Assessment and Recognition programs. With the formation of the Team'88 Services Group of OCO, Ms. Glover reported to Paul Taylor, the Manager of the Volunteer Department.

**Scope and Content:** There are a variety of record types in this series, and it has been divided into four sections or sub series, mainly according to media: General Files, Volunteer Lists, Artifacts, and Videotapes and Audiotape. Within the General Files sub series, there are a number of colour photo prints. These have all been placed in appropriate photographic enclosures for better preservation. Several copies of the photograph of members of Team'88 at the third recognition dinner may also be found in this sub series. A number of the lists in the second sub series contain personal information and these have been separated into two RESTRICTED boxes. The lists which remain open to researchers should provide sufficient information on the volunteers without providing unnecessary personal information. The Artifacts sub series reflect the types of cultural historic items volunteers received in recognition of their contributions to the success of OCO'88 and the XV Olympic Winter Games. In the last sub series, four of the videotapes are in VHS format, one is in Beta format and one is a UCA Broadcast tape. In most cases, the length of the tape was not provided. An appendix of Volunteer Chairmen of the various OCO committees in 1985 and 1986 has

**Copyright City of Calgary**

been created from the information provided on some of the videotapes. The one audiotape is in reel to reel format; use will be restricted to private listening within the City of Calgary Archives.

As with material in other series, oversize material has been placed either into a flat, oversize, Hollinger storage box or into map folders and placed in the map cabinet. Notations have been made where this has been done, and listings of the oversize material may be found at the end of the series. As well, faxed correspondence has been photocopied for preservation.

Other material in this series includes 1.13 m of text, 48 slides, 40 photo prints, 12 contact prints, seven videos, six posters and one sound cassette.

The title is based on the contents of the series and box labels.

A list of file titles follows.

**File Listing:**

**SUB SERIES: GENERAL FILES**

Box 1

Summary Report, Assessment, 1986-1987.

[LAOOC], 1983.

Team'88 Recognition Dinner, May 22, 1987. (Includes invitations, colour photo prints of Olympic pageantry, and contact prints of table set ups, OCO volunteers and offices)

[Team'88 Recognition Committee], 1987-1988. (Two slightly damaged copies of an 8 x 10 colour portrait of the Team'88 members at the recognition dinner held 22 May 1987. Other copies of this photo print are in files below.)

Special Projects, Recognition Evening, May 24, 1985. (Includes copies of the Calgary Exhibition & Stampede License Agreement, May 15, 1985)

Sandra LeBlanc, For Discussion, 1986. (Includes copy of the Calgary Exhibition & Stampede License Agreement, September 22, 1986; Sandra LeBlanc was Chairman of Volunteer Assessment)

Volunteer Legacy, 1987-1988. (Oversize Unicef posters have been placed in a map folder)

Volunteer Development, 1985-1988. (Includes notices, agenda and minutes of meetings of the Volunteer Development Committee)

Planning, Joon [Choe], 1987. (Schedule Progress and Performance Reports)

**Copyright City of Calgary**

Box 2

Budget, 1987.

General Vol[unteer] Correspondence, 1987-1988.

Jan[uary] Pep Rally, Beach Boys, 1987-1988. (Includes invitations)

Countdown'88, Nov. 2, [1987], Peter Ueberroth, 1987. (Includes plans, agenda for the evening, and copies of the Calgary Exhibition & Stampede License Agreement, September 14, 1987)

Team'88 Forum, 1987. (Includes discussion minutes and reports on an "Olympic Forum," April 4, 1987)

Team'88 Coming Together, Jan. 27, [1987], Marlene Wilson, 1987. (Marlene Wilson was from Volunteer Management Associates of Boulder, Co.)

Sunday: Calgary Herald Magazine, December 27, 1987. (Featuring: "Calgarian of the Year: The Backbone of the Games" on Olympic volunteers)

General Motors, 1988.

Commemorative Book, [c. 1988]. (Includes copies of advertising pamphlets for The Official Commemorative Book: 1988 Olympic Winter Games)

[Olympic Business Cards, n.d.]

Club'88, 1987-1988. (Includes agenda, notices of evening for volunteers to be held at the Olympic Volunteer Centre, Club'88)

Business Cards, 1987. (Includes sample cards)

Engraving, 1986.

Pins, 1986-1987.

**Copyright City of Calgary**

Box 2 (cont'd)

Roster Book, 1987. (Includes draft and final copies of the Team'88 Handbook)

Come Together Fridays, 1987.

Posters, 1987-1988. (Includes two 4 X 5 colour photo prints of an Olympic poster)

Rings and Watches, 1987-1988.

Box 3

Medals, 1987. (Includes sample sketches and model of medal set in foam core)

Medal Designs, 1986-1987. (Sketches of sample medals; four oversize medal designs by the company Jostens have been placed into an Oversize Box 15)

Volunteer Assessment, 1985-1988. (Includes reports of the Volunteer Development Committee, Chairman, Sandra LeBlanc, and of the Volunteer assessment process; also includes a statement on the objectives of the Volunteer Assessment Committee)

Volunteers, Correspondence, Re-assignment/Committment [sic], 1987.

Volunteer Co-ordinators, 1986. (Includes draft position description)

Forms, n.d.

Volunteers, Evaluation, [1984]. (Information from Los Angeles)

Manpower, Chairman's Meeting, July 17, [1987].

Chairmen's Luncheons, 1986-1988. (Includes agenda of and notes on meetings)

Steering Committee, c. 1986. (Reports of Board, Volunteer and Staff Relations and Team Building meetings)

**Copyright City of Calgary**

Box 3 (cont'd)

Recruitment, Oct. 5, 6 & 7, [1987]. (Includes "Agenda" for volunteer assignments)

Recruitment, Sept. 9, [1987]. (Includes agenda for Reassignment Session)

U[niversity] of C[algary] Recruiting, 1987-1988. (Oversize poster has been placed into  
Oversize Box 15)

Canmore, Specific Recruitment, 1987.

Letter, Alternative Vol[unteer] Opportunities, 1987.

Volunteer Recognition, 24 April 1987.

Summary Reports, 1986-1988. (Master Summaries of Volunteer/Team'88 Recognition  
Program and Fourth Recognition Dinner)

Box 4

Team'88 Photograph, 22 May 1987. (Duplicated in Box 5 below; photographer, Larry  
Fisher; Marked "Team'88 Photograph now available, Cost \$3.00. See  
Reception")

Final Dinner, Finance & Meetings, 1987-1988.

Final Dinner, Entertainment, 1988.

Final Dinner, Facility, Food, Beer, 1987-1988.

Final Dinner, Invitation, 1988.

Final Dinner, Facility, Set-up, 1987. (Oversize plan has been placed in map folder)

Final Dinner, Certificates, 1987-1988. (Recognition Certificates)

Copyright City of Calgary

Box 4 (cont'd)

Final Dinner, Team'88 Program, 1988. (Includes copy of Recognition Program)

Team'88 Video, 1988. (Includes draft scripts)

Volunteer Recognition Evening, May 24, 1985, Round-Up Centre, Stampede Park, 1985. (2 folders; includes criteria for recognition of volunteers, and sample of Recognition Certificates)

Second Annual Volunteer Recognition Evening, May 23, 1986. (2 folders; includes minutes of Recognition Committee meetings; Annual Report 1986, and sample Recognition Certificates)

Box 5

Third Annual Team'88 Recognition Evening, May 22, 1987, 1986-1987. (4 folders; includes photo print of Team'88 Recognition Dinner by Larry Fisher and other 4 x 5 and 5 x 7 colour photo prints of table arrangements, decorations and volunteers at work; also a copy of the Agreement with Calgary Exhibition & Stampede, contracts with Calgary Musicians' Association, and other agreements for entertainments)

**SUB SERIES: VOLUNTEER LISTS**

Volunteers by Committee as of Feb. 1988.

Volunteers by Surname as of Feb. 1988.

Copyright City of Calgary

Box 6

Volunteer Department Letters, Forms, etc., 1984-1988. (2 folders)

Volunteers Recognition Items Received A to L, 1988. (3 folders)

Box 7

Volunteers Recognition Items Received M to Z, 1988. (3 folders)

Box 8 **(Restricted)**

List of Active Volunteers and Addresses, 1988.

Active Volunteers by Committee as of Feb. 1988.

Games Time Active Volunteers Telephone Numbers Venues, 1988.

Games Time Active Volunteers Addresses Venues, 1988.

Box 9 **(Restricted)**

List of Active Volunteers by Surname and Phone Numbers, 1988.

Volunteer Applicant, Name, Address, Telephone, As of Feb. 1988. (4 folders)

**SUB SERIES: ARTIFACTS**

Artifacts Shoe Box 10

Pins - Calgary'88 (with Snowflake and Olympic Rings) (2 items)

Pins - Olympic Arts Festival/Festival olympique des arts (with Snowflake and Olympic Rings) (2 items)

**Copyright City of Calgary**

Artifacts Shoe Box 10 (cont'd)

Button - '88 Answers/Tout sur les Jeux

Buttons - Team'88 (with Snowflake and Olympic Rings) (3 items)

Buttons - Feb. 13, 1986, OCO'88 Olympic Team Member, 2 years to Glory! Feb. 13, 1988 (with Snowflake and Olympic Rings) (3 items)

Buttons - Calgary'88 (with Snowflake and Olympic Rings, and Olympic Pageantry) (3 items)

Badges - Calgary 1988 (with Snowflake and Olympic Rings) (2 items)

Balloons - Calgary'88 (with Snowflake and Olympic Rings) (6 items; the five Olympic colours and grey)

Flags - Calgary'88 (with Snowflake and Olympic Rings) (2 items)

Artifacts Shoe Box 11

Watches - Bonica ID, "Team'88 John Smith" (men's) and "Team'88 Mary Smith" (women's) (with Snowflake and Olympic Rings; leather straps) (2 items)

Medal - XV Olympic Winter Games Calgary 1988, Ceremonies MCMLXXXVIII (by Jostens Canada Ltd., in brown velvet box) (2 items)

Medallion - XV Olympic Winter Games Calgary 1988, Team'88 - Equipe 88 Calgary (by Jostens Canada Ltd., in grey velvet box; includes card signed by Frank King and Bill Pratt) (2 items)

Medallion - XV Olympic Winter Games Calgary 1988, Citius Altius Fortius (marked "Participants Medallion;" in brown velvet box) (2 items)

**Copyright City of Calgary**

Artifacts Shoe Box 11 (cont'd)

Lapel Pin - XV Olympic Winter Games, Team'88 (with Snowflake and Olympic Rings;  
in grey velvet box) (2 items)

Artifacts Flat Storage Box 12

Flag - miniature Olympic flag with Snowflake and Olympic Rings

Competitor's Bib - Calgary'88 (Marked "Prototype 21A, Special Team Jumping,  
competition, Helvetica, Stalder; Prototype 21A, snowflake 6,5 cm instead  
of 8 cm, band on the bottom 8 cm;" Olympic red and white, number in black.  
Some running of the colour red)

Competitor's Bib - Calgary'88 (Marked "Prototype 21, Special Team Jumping,  
competition, specification OCO'88, Univers;" red and white with green numbers;  
some running of red colour; photocopy attached marked "Approved Nov. 11/87  
for Individual Competitors")

Box 13

Designed exclusively for TEAM'88 by JOSTENS,...n.d. (Pamphlet/Business reply order  
form)

Calgary'88, n.d. (Postcard of Olympic pageantry; 2 items)

Olympic Booster Kit/Tousse de promotion olympique, n.d. (2 tags)

Calgary'88, n.d. (Name tags; 4 items)

'88 Answers/Tout sur les Jeux, n.d. (Information card)

**Copyright City of Calgary**

Box 13 (cont'd)

Bib #, Time, n.d. (2 tags)

Calgary'88, n.d. (Luggage tags; 10 items; various sizes and colours)

Calgary 1988 Olympic Winter Games, n.d. (Tags; 6 items)

Hidy & Howdy, Official Mascots/Mascottes officielles, Calgary 1988, n.d. (Tag/sticker)

Calgary 1988 Olympic Winter Games, Backstage, n.d. (Ticket)

Calgary'88, n.d. (Sticker/tag)

Olympic Hall of Fame, n.d. (Government of Canada/Canadian Olympic Association pamphlet)

Come Together, The Olympics and Your Students, n.d. (Government of Canada/- Canadian Olympic Association pamphlet)

Calgary'88, n.d. (Bumper sticker)

Panda Magic, n.d. (Pamphlet)

Admission Ticket, n.d. (3 copies)

Labatt's and Canada Safeway Invitation, n.d. (3 copies)

Volunteer Application Form, n.d. (4 copies)

Volunteer Application Form, n.d. (Hidy & Howdy pictured; 2 copies)

Employment Application Form, n.d. (4 copies)

Letter to Team'88, 7 February 1988. (3 copies)

Labatt's and General Motors Invitation to the Beach Boys, 1988. (3 copies)

Volunteer Recognition Certificates, 1984-1985. (2 copies each: Volunteer, Bronze Volunteer, Gold Volunteer)

**Copyright City of Calgary**

Box 13 (cont'd)

Volunteer Recognition Certificates, 1985-1986. (2 copies each: Volunteer, Silver Volunteer, Bronze Volunteer, Gold Volunteer)

Volunteer Recognition Certificates, 1986-1987. (2 copies each: Gold Volunteer, Bronze Volunteer, Silver Volunteer)

Staff Recognition Certificates, 1987-1988. (3 copies)

Volunteer Recognition Certificates, 1987-1988. (2 copies each: Volunteer, Silver Volunteer, Bronze Volunteer, Gold Volunteer)

Invitation, Team'88 Recognition Dinner, March 25, 1988. (3 copies)

Fourth Team'88 Recognition Evening, March 25, 1988. (3 copies; Programme for the evening and list of Team'88 members)

XV Olympic Winter Games Telephone Directory and Accreditation Information, 1988

Third Team'88 Recognition Evening, May 22, 1987. (3 copies; Programme and list)

Team'88 Handbook, 1988. (2 copies)

Slide Presentation, n.d. (48 colour slides of Team'88 Recognition evening, n.d.; probably c. 1985-1986, and of Team'88 Medallions; 2 of the slides are unidentified)

The Legacy Begins, Nakiska, Official Opening, December 5, 1986. (3 copies; posters were placed in map folder)

The Legacy Begins, Canmore Nordic Centre, Official Opening, December 6, 1986. (Poster was placed in map folder)

**SUB SERIES: VIDEOTAPES AND AUDIOTAPE**

Box 14

The Dream Came True, Produced by OCO'88 and presented to the people of the best ever Games by the Government of Alberta, [1988]. (2 copies; VHS, length not given)

OCO'88 Communications Reception, 7th Floor, 133 - 6th Ave. S.E., Video News Report, Q and D Prod[uctions], n.d. (Beta II, length not given)

OCO'88 Volunteer Rally, 11.03.87, Q and D Productions Inc. (VHS tape; clips of news reports on preparations for the XV Olympic Winter Games, and of Peter Ueberroth and volunteers at a Volunteer Rally; length not given)

Volunteer Chairmen, Volunteer Recognition, May 1985 and May 1986. (VHS tape; length not given; this videotape is labelled: Volunteer Chairmen Recognition Dinner May 1986. The actual contents of the tape is an introduction to Volunteer Chairmen, 1985 to 1986; there is nothing on the videotape regarding a recognition dinner)

OCO Volunteer Chairman Video, May 1987, CFCN Television. (UCA Broadcast Video-cassette; 7:30 in length)

Volunteer Recognition Evening, May 1986. (VHS; length not given; Master of Ceremonies: Ken Newans, CFCN; speeches by Bill Pratt and Frank King; music by Neil Gow and the Five Knights; gaps in sound and pictures)

Come Together in Calgary, n.d. (Reel to reel audiotape; length not given)

Copyright City of Calgary

## **OVERSIZE MATERIAL**

Oversize Box 15

Medal Designs, 1986-1987. (Sketches of four oversize medal designs by Jostens)

U[niversity] of C[algary] Recruiting, 1987-1988. (Poster: "Attention all Residence Students ..." [University of Calgary])

**Oversize Material in map folder:** (Map Cabinet 1/4)

Volunteer Legacy, 1987-1988. (Posters: "Become a Unicef volunteer: It's a Chance to Grow," and "'Thanks' from some friends: Unicef - working for children in over 100 Countries")

Final Dinner, Facility, Set-up, 1987. (Plan: Olympic Saddledome [Draft Seating Plan])

The Legacy Begins, Nakiska, Official Opening, December 5, 1986. (Posters: "The Legacy Begins, Nakiska, Official Opening, December 5, 1986"; 3 copies)

The Legacy Begins, Canmore Nordic Centre, Official Opening, December 6, 1986. (Poster: "The Canmore Nordic Centre, Official Opening, December 6, 1986")

**XV. Team'88 Services Group, Olympic-Team'88 Volunteer Centres [multiple media]. -- 1984-1988. -- .84 m of text and other material.**

**Archival Description:** The Olympic Volunteer Centre (OVC) was located at McMahon Stadium and was constructed to recognize the contribution of volunteers to the XV Olympic Winter Games. It was officially opened in 1985 June and was the location for volunteer committee meetings, as well as a social centre for staff and volunteer gatherings in Club'88 which was located on the upper floor. Prior to the Games, the OVC was open 16 hours a day, seven days a week; during the Games, the OVC was in operation 24 hours a day. The OVC was the centre of activity for over 10,000 volunteers.

Two other volunteer centres were opened in 1987. The Main Accreditation Centre (MAC) was located at the Calgary International Airport and the Canmore Volunteer Centre (CVC). The MAC was used for accreditation processing, the distribution of Games clothing, and it served as a security centre for the inspection of baggage. For much of the time that Vicki Kranenburg was in charge of the OVC, she was known as the Supervisor, Olympic Volunteer Centre, or the Supervisor of the Main Accreditation Centre and the Canmore Volunteer Centre. She had the responsibility of supervising the development and administration of the Volunteer Centres. As with other sections of the Volunteer Department, she initially reported to Russ Tynan, General Manager of Volunteers in the Operations Group of OCO. Later, with the creation of the Team'88 Services Group, she reported to Paul Taylor, the Manager of Volunteers. In 1988, Vicki Kranenburg was promoted to become Manager, Team'88 Centres.

**Scope and Content:** The three sections of this series of records correspond to the three volunteer centres: the Olympic Volunteer Centre, the Main Accreditation Centre and the Canmore Volunteer Centre. The records include copies of the leasing agreements for each of these operations as well as general correspondence, reports and reference material.

The other material consists of 22 blueprints, five photo prints and two plans.

The title is based on the contents of the series and box labels.

A list of file titles follows.

**File Listing:**

**SUB SERIES: OLYMPIC VOLUNTEER CENTRE**

Box 1

Preliminary Needs Studies, O[lympic] V[olunteer] C[entre], 1985.

Contractors Bids, 1985.

Domus/O.V.C. Job Spec's, 1985. (Report)

Olympic Volunteer Centre, Specifications, 1985. (A version of the report above)

Contract, O.V.C., OCO/Domus, 1985. (Copy of agreement)

AFE's, OVC, 1985.

Certificate of Payment, 1986. (Included a file folder entitled: "Deficiencies, Lower Floor,  
Complete June/86")

Domus Account, Miscellaneous, 1985.

Change Orders, 1985.

Furniture, Work Stations, OVC, 1985. (Includes plans; blueprint has been placed into  
map folder)

Switchboard Room, 1987. (Includes plans)

MSS/OCO'88 Operating Agreement, Original Agreement, 1987-1988. (McMahon  
Stadium Society; copy of agreement)

MSS/OCO'88 Operating Agreement, September 1/86 to August 31/87. (Includes copy  
and drafts of agreement)

**Copyright City of Calgary**

Box 2

MSS/OCO'88 Operating Agreement, Background for 1986-1987 OCO'88 & MSS Agreement, 1985-1987.

MSS/OCO'88 Operating Agreement, 1985. (Includes copy of 1985-86 agreement)

MSS/OCO'88 Operating Agreement, Original Agreement, 1984.

Pageantry, OVC, 1987-1988. (Includes pamphlet)

McMahon Stadium Society, AGT, Pay Phone, 1986-1988.

McMahon Stadium Society, Building, OVC, 1986-1987.

McMahon Stadium Society, Maintenance, 1987.

McMahon Stadium Society, Red and White Club, 1986.

M.S.S./Purchase Orders, 1986.

Signage, O.V.C., Club 88, 1985-1988. (Blueprints have been placed into a map folder)

OVC Floor Plan, 1986. (Includes plans; blueprints have been placed into a map folder)

OVC Projects, Miscellaneous, 1986.

OVC Projects, Staff Move, October 1986.

OVC Projects, Redesign, Staff, Volunteer Admin[istration] Area, April 1986-1987.

(Blueprint has been placed into a map folder)

OVC Projects, Restructure, OVC Feb/87, Mar/87. (Includes plans; blueprints have been placed into a map folder)

OVC Projects, Sport Redesign, May 1987. (Includes plans; blueprints have been placed into a map folder)

OVC Projects, Move OVC October 1987. (Includes plans)

**Copyright City of Calgary**

Box 2 (cont'd)

Upper Level, OVC, 1985-1986.

Upper Level, OVC, Domus, 1986-1987.

Insurance, 1986-1988.

Parking, McMahon, 1986.

Emergency, OVC Evacuation Plan, 1987. (Information package)

Emergency, Fire Evacuation Procedures, 1987-1988. (Includes plans)

Box 3

Games Period, OVC, Food, 1988. (Includes minutes of Games Times Food & Beverage Presentation, All Venues/Villages/Sites)

Games Period, OVC, Receptions, 1987-1988.

Games Period, OVC, Club 88, 1987-1988. (Includes plans)

Games Period, OVC, Parking, 1988.

Games Period, OVC, Activities, 1987-1988.

Games Period, OVC, Alpine, 1987-1988. (Includes meeting notes)

Games Period, OVC, Staff/Feb. Schedule, [1988].

Progress Reports, 1985-1988. (4 folders; reports of Volunteer Department)

Team'88 Kiosk, 1986-1987. (Manual)

Box 4

Olympic Volunteer Centre, Financial Statements, April 1986 to March 1987.

**Copyright City of Calgary**

Box 4 (cont'd)

Olympic Volunteer Centre, Financial Statements, April/87 to April/88.

Volunteer Courier Service, Procedures Manual, 1987-1988.

Volunteer Courier Service, 1986-1987. (Manual)

OCO'88 Volunteer Courier Service Committee Operations, n.d. (Manual; 3 copies)

OVC, Function Book Sheets, 7 Days per Week, n.d. (Placed into a map folder)

Operations Manual, Olympic Volunteer Centre, n.d. (2 folders; manual)

Box 5

Olympic Volunteer Centre, 1984-1988. (2 folders; manual)

Welcome to the Olympic Volunteer Centre, n.d. (Manual, 2 copies)

Standard of Service, Olympic Volunteer Centre, 1987. (Manual, 3 copies)

OVC, Schedule Progress and Performance Reports, 1987-1988. (3 folders; manual)

**SUB SERIES: MAIN ACCREDITATION CENTRE**

Welcome to the Main Accreditation Centre, c. 1987. (Manual)

Main Accreditation Centre, [Summary Binder], 1987. (Manual; includes 8 x 10 colour photo prints)

Box 6

Venue Planning Manual, Main Accreditation Centre, 1987. (Manual)

Evacuation Plan, Main Accreditation Centre, n.d. (Manual)

**Copyright City of Calgary**

Box 6 (cont'd)

[Main Accreditation Centre, Blueprints and Plans], 1987. (Placed into map folders)

Unsuccessful Bidders, Main Accreditation Centre, 1987.

XV Olympic Winter Games, Proposal Documents, Main Accreditation Centre  
Renovations at CAI Hanger, 1987. (Manual)

MAC Financial, 1987-1988. (2 folders; included folders labelled "Contracts,"  
"Financial," "Invoices," and "Rosedale MAC")

[MAC Maintenance], 1987-1988.

[MAC Maintenance], Waste Removal, 1987-1988.

[MAC], Maintenance, 1987.

MAC Security, 1987-1988.

MAC Security, Schedules, 1987.

Pageantry Panels, 1987.

[M.A.C.], Furniture, 1987.

**SUB SERIES: CANMORE VOLUNTEER CENTRE**

Canmore Volunteer Centre, c. 1987. (Manual; plans have been placed into a map  
folder)

[Canmore Volunteer Centre], Marty: Canmore, 1988.

[Canmore Volunteer Centre], Utilities, CVC, 1987-1988.

Canmore [Volunteer Centre], Calgary Caretaking Supplies, CVC, 1987-1988.

Canmore Volunteer Centre, 1987-1988.

Box 7

Canmore Volunteer Centre, Floor Plans, 1987. (Blueprints have been placed into a map folder)

Canmore Volunteer Centre, Maintenance, 1987.

Canmore Volunteer Centre, Furniture, Venue Plans, 1987.

C[anmore] V[olunteer] C[entre], Staff Position, 1987-1988.

[Canmore Volunteer Centre], Bank of Montreal, 1987-1988.

[Canmore Volunteer Centre], Lease, 1987. (Copy of lease agreement with Bank of Montreal)

Canmore Volunteer Centre, 1987. (Includes plans)

## **OVERSIZE MATERIAL**

**Oversize Material** placed into **map folders**: (Map Cabinet 1/4)

Furniture, Work Stations, OVC, 1985. (Blueprint: Olympic Volunteer Centre, 85/07/03)

Signage, O.V.C., Club 88, 1985-1988. (Blueprints: Neon Products Ltd., Olympic Volunteer Centre, Design Nos. C85-314, C85-315, C85-316, C85-258, C85-259; Neon Sales & Service, Club 88, McMahon Stadium)

OVC Floor Plan, 1986. (Blueprints: Olympic Volunteer Centre, Administrative Floor Plan, Dec. 20, 1985--2 copies, one with notations; Olympic Volunteer Centre, Ground Floor Plan, July 1986; [Untitled blueprint of work stations], n.d.)

**Copyright City of Calgary**

Oversize material in map folders (cont'd):

OVC Projects, Redesign, Staff, Volunteer Admin[istration] Area, April 1986-1987.

(Blueprint: revised copy of untitled blueprint above, of work stations in staff, volunteer administration area)

OVC Projects, Restructure, OVC Feb/87, Mar/87. (Blueprints: Olympic Volunteer Centre, 85/08/21--2 copies with different coloured sections; one copy marked Mar. 9, 1987)

OVC Projects, Sport Redesign, May 1987. (Blueprints: Olympic Volunteer Centre, 85/08/21--2 copies; date issued, April 28, 1987; Olympic Volunteer Centre May 1987--issued May 12, 1987; Olympic Volunteer Centre, Administrative Floor Plan, with notations)

OVC, Function Book Sheets, 7 Days per Week, n.d. (Same title)

[Main Accreditation Centre, Blueprints and Plans], 1987. (Blueprints: [untitled, n.d.]--marked "Preliminary Drwgs. Not to be Used For Construction;" OCO Accreditation Centre, CAI North Hangar, Room Finish and Door Schedules; OCO Accreditation Centre, CAI North Hangar, Finish Plan)

Canmore Volunteer Centre, c. 1987. (Plans: Main Floor Plan, Canmore Volunteer Centre, December 1987 to March 01, 1988; Upper Floor Plan)

Canmore Volunteer Centre, Floor Plans, 1987. (Blueprints: Canmore Volunteer Centre, Upper Floor Furnishing Plan, Oct. 1987; Canmore Volunteer Centre, Main Floor Furnishing Plan, Oct. 1987)

APPENDIX I

VOLUNTEER CHAIRMEN MAY 1985

**CHAIRMAN**

Jane Edwards  
John Thorpe  
George Blundun  
Juergen Jahn  
Sandra LeBlanc  
  
Jim McCartney  
Sam Nickle  
Pat Judge  
Reto Barrington, Co-Chairman  
Paul Taylor  
Veli Niinimaa  
Roy Andersen  
Committee  
Jeanette King  
Bernie Kahanoff  
  
Burry Foss  
Klaas Schipper  
Fred Valentine  
Connie Chadwick-Lynch  
Dr. George Kingston  
Bill Kuyt  
Wayne Nysetvold  
Bob Shaw  
Leo den Oudendammer  
Tony Bloom  
  
Ray Kingsmith  
Dave McKay  
Judi Gunter  
Alfred Fischer  
Helen Hutton  
Ed Roberts  
Brent Davis  
Unni Claridge, Acting Chairman  
Bruce Challis  
Vicki Kranenburg  
Louella Channell

**COMMITTEE**

Arts Festival Committee  
Short Track Speed Skating Committee  
Figure Skating Committee  
Language Services Committee  
Volunteer Assessment Committee  
(Interview & Assessment)  
Insurance Committee  
Philately Committee (Stamps)  
Freestyle Skiing Committee  
Alpine Committee  
Volunteer Recruitment Committee  
Biathlon Committee  
Ski Jumping & Nordic Events  
  
Education Curriculum Committee  
Volunteer Education and Training  
Committee  
Systems Committee  
Speed Skating Committee  
Medals Committee  
Library & Archives Committee  
Ice Hockey Committee  
Transportation Committee  
Computer Systems Planning Committee  
Results Systems Committee  
Accommodations Committee  
Craft Working Committee, Bow Valley  
Olympic Arts  
Curling Committee  
Electronic Mail Systems Committee  
Literary Arts Committee  
Cross Country Skiing Committee  
Clothing Committee  
Ceremonies Committee  
Food Services Committee  
Hosting Committee  
Chief Medical Officer  
Volunteer Recognition Committee  
Community Working Committee

Copyright City of Calgary

Gerry Forseth

**CHAIRMAN**

Doug Hansen  
Jean Leiper  
Arthur Meads  
James McCormick

John Nixon  
Alan Robertson  
Vic Rogers  
John Shaw  
Kate Thrasher  
Bill Wearmouth, Co-Chairman  
Roderick Whitehead

Venue Arts Committee

**COMMITTEE**

Luge Committee  
Olympic Torch Committee  
Exhibition Committee  
Telecommunications and Scoreboards  
Committee  
Bobsleigh Committee  
Theatre and Dance Committee  
Pageantry Committee  
Music Committee  
Volunteer Orientation Committee  
Alpine Committee  
Poster Committee

APPENDIX II

**VOLUNTEER CHAIRMEN 1986**

**CHAIRMAN**

Jane Edwards  
John Thorpe  
George Blundun  
Juergen Jahn  
Sandra LeBlanc  
  
Jim McCartney  
Sam Nickle  
Pat Judge  
Reto Barrington, Co-Chairman  
Paul Taylor  
Veli Niinimaa  
Roy Andersen  
  
Jeanette King  
Bernie Kahanoff  
  
Burry Foss  
Klaas Schipper  
Fred Valentine  
Connie Chadwick-Lynch  
Dr. George Kingston  
Bill Kuyt  
Wayne Nysetvold  
Bob Shaw  
Tony Bloom  
  
Ray Kingsmith  
Dave McKay  
Judi Gunter  
Alfred Fischer  
Helen Hutton  
Ed Roberts  
Brent Davis  
Unni Claridge  
Bruce Challis  
Louella Channell  
Doug Hansen  
James McCormick

**COMMITTEE**

Arts Festival Committee  
Short Track Speed Skating Committee  
Figure Skating Committee  
Language Services Committee  
Volunteer Assessment & Recognition  
Committee  
Insurance Committee  
Philately Committee (Stamps)  
Freestyle Skiing Committee  
Alpine Committee  
Volunteer Recruitment Committee  
Biathlon Committee  
Ski Jumping and Nordic Combined  
Committee  
Education Curriculum Committee  
Volunteer Education and Training  
Committee  
Systems Committee  
Speed Skating Committee  
Medals Committee  
Library & Archives Committee  
Ice Hockey Committee  
Transportation Committee  
Systems Design Committee  
Results Systems Committee  
Craft Working Committee, Bow Valley  
Olympic Arts  
Curling Committee  
Electronic Mail Systems Committee  
Literary Arts Committee  
Cross Country Skiing Committee  
Clothing Committee  
Ceremonies Committee  
Food Services Committee  
Hosting Committee  
Chief Medical Officer  
Community Working Committee  
Luge Committee  
Telecommunications Committee

**CHAIRMAN**

John Nixon  
Vic Rogers  
John Shaw  
Kate Thrasher  
Bill Wearmouth, Co-Chairman  
Roderick Whitehead  
Gary Black  
Jim Robinson  
Lou MacEachern, Venue Chairman  
Dave Thompson  
Mike Casey, Venue Chairman  
John Krpan  
Stan Smith  
Cal Orton  
Keith Burgess  
Bill Johnson  
Harold Millican  
Rob McBride  
Bishop Paul O'Byrne  
Carrie Hunter  
Francis Saville, Venue Chairman  
Gordon Singer  
Lynn duFort  
Glen Sundstrom, Venue Chairman  
John Rule, Venue Chairman  
John Houghton  
Mickey Meads  
  
Don Boynton  
Norma Siepert

**COMMITTEE**

Bobsleigh Committee  
Pageantry Committee  
Music Working Committee  
Volunteer Orientation Committee  
Alpine Committee  
Poster Committee  
Torch Relay Committee  
Licensing Committee  
Nakiska  
Mascots Committee  
Saddledome/Corral  
Small Systems Committee  
Calgary Olympic Centre  
Numismatics Committee (Coins)  
Dance Committee  
Youth Committee  
Native Indians Committee  
Transportation/Drivers Committee  
Ecumenical Committee  
Film Committee  
Canada Olympic Park  
Venue Administration Committee  
Theatre Working Committee  
Oval/McMahon/Father David Bauer  
Canmore Nordic Centre  
Accommodation Committee  
Exhibitions Committee for the Arts  
Festival  
Speakers' Bureau  
Adopt-a-Parent Committee

## INDEX

Access Control.....	66, 122-124, 126-128, 143, 164
Venues .....	125, 129-133
Accommodation .....	12, 28, 54, 143
Accreditation .....	13, 25, 54, 66, 70-72, 74, 75, 80, 122, 143, 186
Athletes .....	67
Athletes and Officials.....	120
Broadcasters .....	67, 86, 87, 89, 90, 118, 119, 121
Calgary Police Services.....	67
Canadian Olympic Association .....	67
City of Calgary .....	68, 97, 98
Counts .....	120
Day Passes .....	74
Forms .....	116
Government of Alberta .....	68
Government of Canada .....	68, 101, 103
Governments.....	89
International Federations.....	68, 101
IOC .....	68, 119, 120
Media.....	69, 87-89, 118, 120
NOCs.....	81-84
Olympic Family .....	120
Other Olympic Cities.....	117, 119
Pan-Am Games 1987 .....	119
Printouts .....	116, 117, 121
Reports.....	118, 120, 121
Service Providers .....	90-115
Sponsors .....	71
Venues .....	73, 120
Accreditation Card .....	69
Adopt-a-Parent Program.....	143, 144
Agreements	
Accreditation.....	121
Accredited Hotels .....	139
Calgary Convention Centre Lease.....	15
Calgary Exhibition & Stampede License.....	177, 178, 181
Calgary International Airport.....	25
Calgary International Airport Lease .....	28
Calgary Musicians' Association .....	181

Calgary Police Services/OCO'88 Heads.....	15
City of Calgary .....	27
Comprehensive Contributions .....	22
Digitech .....	123, 125
Entertainment .....	181
Federal Discretionary Services Sub-agreement .....	24, 26, 27
Federal Government.....	20, 23, 26
IOC, NOC of Canada and City of Calgary .....	32
Jubilee Auditorium .....	171
LEP International.....	28
McMahon Stadium Society Operating .....	190, 191
Meteorological Discretionary Sub-agreement.....	24
OCO/Domus, OVC .....	190
Olympic Trust of Canada, COA & OCO'88.....	149
Operational Funding and Assistance.....	20, 22, 23
Original .....	21
Palliser Hotel .....	15
Postal Services.....	24
Province of Alberta, Nakiska Use .....	27
Representatives of Canada .....	25
Sport Chek (Alberta).....	149
Treaty No. 7 Contribution .....	24
Umbrella, 1984-1986 .....	22
White Ram Knitting Co. ....	148
Albertville, France .....	41, 54, 80, 84
Ameli, Ingrid .....	39, 51, 53, 54, 56
Anchorage, Alaska.....	80
Announcers.....	46
Anthems.....	28
Arthur, Gary .....	20
Artifacts.....	7, 175, 179, 182-185
Arts Festival .....	143
Association of National Olympic Committees.....	66
Athletes' Villages.....	26, 49, 66
Audio-visual Presentations.....	169, 173
Audiotapes .....	169, 173, 174, 176, 187
Barcelona, Spain.....	80, 84
Beach Boys.....	178, 185
Board of Directors .....	14, 66
Biographies.....	41
Bradbury, Peter.....	17, 20
Broadcasting.....	67
CTV .....	42
CTV HB .....	54, 67

Budgets.....	12
Calgary Centre for Performing Arts.....	34, 36, 50, 61
Calgary Convention Centre.....	36, 48, 67
Calgary Olympic Centre.....	137
Calgary Olympic Development Association.....	67, 85
Calgary Police Services.....	147
Canada Olympic Park.....	49, 50, 61, 75, 124, 125, 127, 129
Hall of Fame.....	35, 43
Canadian Olympic Association.....	135, 149
Olympinfo.....	67
Canadian Olympic Association, Pamphlets.....	185
Canadian Transport Commission.....	23
Canmore Nordic Centre.....	49, 50, 61, 67, 75, 124, 125, 128
Official Opening.....	186
Canmore Volunteer Centre.....	189, 194-196
Celebration 88.....	22
Ceremonies.....	44
China, Republic of.....	46
Claridge, Unni S.....	48
Cleveley, Bruce.....	20, 64, 135
Clothing.....	7, 151-153
Clothing Program.....	6, 16, 28, 54, 59, 60, 135, 148, 149, 154, 156
Clothing Packages.....	150
Designs and Colours.....	151
Access Control.....	66, 122, 126, 140
Accommodation.....	139
Accreditation.....	71-73, 121, 126, 140
Accreditation Venues.....	119
Advisory.....	14
Aircraft Accreditation.....	25, 30
Airport.....	25
Airport Venue.....	28, 41
Airport/MAC Venue Management.....	28
Airspace Control.....	30
Airspace Security Working Group.....	30
Alberta/Federal Interdepartmental Security.....	30
Announcers.....	140, 143
Arts Festival.....	141, 142
Audit.....	140
Board, Facilities, Pageantry.....	138
Bow Corridor Olympic Arts & Crafts.....	142
Canada Olympic Park Venue.....	24, 67, 125, 137
Canmore Nordic Centre Venue.....	24, 125
Canmore Olympic Village Accreditation.....	126

Canmore Olympic Village Operations.....	126
Ceremonies .....	139
Clothing .....	60, 144, 149
Communications, Media .....	138
Communications, Tri-Level Government .....	138
Cross Country/Nordic Combined Biathlon Test Event .....	55
Distinguished Visitors .....	14, 42
Ecumenical Services .....	139
Education & Curriculum.....	139
Finance & Budget.....	140
Flight Access Control.....	25, 30
Food Services.....	139
Games Times Food & Beverage .....	192
Gift Program .....	55
Government Partners .....	28
Hosting .....	48, 55, 56, 60, 139
Hosting Training .....	51
Insurance.....	137
Language Services.....	56, 60, 138
Library Archives.....	137, 144
Licensing .....	144
Literary Arts .....	142
Mascots .....	139, 144
Max Bell Arena Venue Planning.....	126
Max Bell/Airport .....	144
Mayor's Office.....	139
Medals.....	137, 144
Medical Services .....	140
Nakiska Course Testing Coordinating .....	27
Nakiska Venue .....	24
Native People's.....	138
OCO'88/Canada Customs .....	26
Olympians .....	138, 145
Olympic Family Transportation .....	140
Olympic Plaza Venue .....	126
Olympic Plaza/Convention Centre/Arts Festival Sites .....	126
Olympic Village I Operations .....	126
Olympic Weather Services .....	24
Operations.....	66
Oval/Bauer/McMahon Venue.....	127
Palliser Hotel .....	70, 126
Palliser Hotel/Convention Centre Management.....	35
Palliser/Convention Centre.....	15
Planning .....	137

Procurement Systems .....	137
Protocol Officers .....	46
Protocol/Hosting/Language Services.....	13, 14, 55
Research .....	138
Results Distribution.....	145
Saddledome/Corral Venue .....	127
Security .....	68, 126, 138
Speakers' Bureau .....	138
Specific Training.....	165
Spectator Services .....	140
Sports .....	140, 141, 143-145
Systems.....	137, 146
Team'88 Recognition.....	177
Telecommunications.....	137, 146
Torch Relay .....	138
Town Hall Meetings .....	137
Transportation .....	146
Venue Planning .....	121, 128
Venues .....	145
VIP Sub-Committee.....	47
Volunteer .....	142, 193
Volunteer Assessment.....	177, 179
Volunteer Courier .....	140
Volunteer Development.....	147, 157, 159, 162, 169, 177, 179
Volunteer Orientation.....	169
Volunteer Recognition .....	181
Volunteer Recruitment/Assignment .....	143, 148
Volunteer Steering.....	179
Volunteer Training .....	51, 156, 159, 162, 164
Volunteer, Chairmen.....	197-200
Weather Monitoring, Weather Forecasting and Snowmaking.....	24
Youth .....	138, 146
Commonwealth Games 1986.....	67, 70
Communications Group .....	12, 31
Corral .....	37, 38, 49, 74, 75, 127, 128
Economic Impact of XV Olympic Winter Games, July 31, 1986.....	24
Educational Resource Kit.....	29
Emergency Procedures .....	192
Employee benefits plan.....	17, 72, 156
Employees .....	13, 24, 72
Environment.....	23, 24
Executive Group .....	9, 17, 20
Executive Management Team .....	9-12, 42, 119

Father David Bauer Arena .....	37, 38, 49, 74, 75, 127
Norma Bush Arena .....	125
Films .....	7, 167, 171
Finance	
Budgets .....	32, 41, 67, 143, 148, 156, 178
Financial Statements .....	12, 192
Finance Group .....	17, 20
Flags .....	28
Flowers .....	36, 43
Food Services .....	15, 144
Funding .....	26
Radio .....	29
Gala, Olympic Eve .....	43
Games	
Go for the Gold .....	63, 147, 156, 159
Getty, Don .....	45
Gifting .....	54, 55
Gifting Program .....	47, 51, 54, 55
Glenbow Museum	
The Spirit Sings .....	43
Glover, Cathy .....	175
Golden, Lynda .....	162, 165
Government	
City of Calgary .....	27, 42
Federal .....	22, 23, 26-29, 42
Provincial .....	27, 45
Government Services .....	20, 122, 144
Governor-General .....	43
Gramov, Marat .....	58
Hagerman, Douglas .....	43
Hamer, Mike .....	20, 28, 122
Heasman, Don .....	44
Hidy & Howdy .....	43
Hollingshead, Audra .....	39, 41, 51
Hosting Program .....	39, 51, 55, 61
Hum, Phil .....	122
Human Resources .....	6, 14, 15, 17, 135
Insurance	
General Liability .....	25
International Broadcast Centre .....	126
International Federations .....	35, 63, 68, 80, 81, 85, 86
Biathlon .....	54
Bobsleigh .....	57
Luge .....	56

Skiing.....	57
International Olympic Committee .....	32, 33, 47
92nd Session, Istanbul .....	34, 36
Berlin Meetings, 1985.....	44
Gafner, Raymond .....	32
Medical Commission .....	56
Meetings with International Federations .....	57, 60
Olympic Museum, Lausanne .....	35
Press Sub-Commission .....	33, 42, 69
Publications .....	33
Samaranch, Juan Antonio .....	33
Solemn Ceremony.....	31, 34, 36, 46
Tickets .....	34
Troeger, Walter.....	68
VIP Arrivals and Departures .....	34
Visits.....	34
Zweifel, Francoise, Secretary General .....	32, 38
IOC Relations.....	15, 31
Jack Singer Concert Hall.....	34, 36, 50
Joudrie, Dorothy.....	44
Kahanoff, Bernie .....	162, 165
Kestrel Data Inc. ....	7, 52
King, Frank.....	20, 31
Kranenburg, Vicki.....	189
Lake Placid .....	56, 69, 70, 85
Language Services .....	47, 69, 144
Lausanne .....	32, 80, 85
LeBlanc, Sandra .....	177, 179
Legacies .....	147
Lillehammer, Norway .....	85
Los Angeles .....	34, 56, 60, 69, 70, 80, 156, 172, 177
Lougheed, Peter .....	41
Main Accreditation Centre.....	66, 71, 189, 193, 194, 196
Main Press Centre .....	126
Manpower .....	16, 123, 142, 143, 159, 160, 179
Sept. 1987 .....	146
Manuals	
Access Control .....	123, 127, 130, 163
Accreditation.....	13, 70
Airport Operations and MAC .....	164
Canada Olympic Park Handbook .....	67
Canadian Ski Industry .....	54
Canmore Volunteer Centre.....	194
Clothing .....	149, 150

Community Pageantry Handbook.....	36
Corporate Pageantry Handbook.....	36
Customs Handbook.....	26, 27, 67
Day Passes.....	68
Evacuation Plan, MAC.....	193
Games Operations 1983.....	60
General Rules for Flying . . . the Canadian Flag.....	48
Guidelines for Use of Volunteer Policies & Procedures.....	117, 142
Hospitality/Protocol.....	158
Host/Hostess Training.....	60
Identity Card.....	29
Immigration.....	23
Lexicon of Terms.....	63
Main Accreditation Centre.....	193
OCO'88 Transportation Dept. Volunteer Driver.....	47, 164
Olympic Identity Card.....	13, 35, 70
Olympic Volunteer Centre.....	193
Opening and Closing Ceremonies Procedures.....	28
Other Olympic Cities.....	61
OVC Operations.....	193
Pan-Am Games 1987.....	70
Policies and Procedures.....	17, 47, 74, 164
Purchasing Policies and Procedures.....	123
Security Training.....	117
Specific Training.....	157, 163
System User.....	48
Talking to Foreign Visitors.....	163
Team Service Providers.....	67, 68
Team'88 Handbook.....	163, 164, 179, 186
Team'88 Kiosk.....	192
Ticketing.....	36, 38
Venue Planning.....	57, 117, 128
Venue Planning, MAC.....	193
Venue Procedures.....	72
Venues, Villages and Special Events.....	164
Volunteer Courier Service.....	193
Volunteer Orientation.....	171
Volunteer Training.....	51, 54, 55, 63, 155, 163, 164, 167
Volunteer Training, Home Study.....	164
Marketing Group.....	28, 55
Max Bell Arena.....	37, 38, 49, 50, 74, 75, 124, 126
McBride, Rod.....	122
McMahon Stadium.....	37, 38, 49, 61, 74, 125, 127, 189
McMahon Stadium Society.....	190, 191

## Copyright City of Calgary

Medals .....	35, 44, 179, 183, 188
Media Villages.....	27, 69, 145
Medical Services.....	28, 145
Meteorological Services.....	145
Mitchell, Pat .....	39, 55
Montreal.....	70
XXI Olympiad.....	23
Music	
Copyright .....	33
Neighbours of the World.....	159
Song for Calgary.....	159
Nakiska .....	49, 50, 61, 75, 125-129, 161
Official Opening.....	186
National Defense, Dept. of.....	22, 27, 100
National Olympic Committees.....	56, 57, 63, 69, 76-80
Tickets .....	35
Native Program .....	145
Natives.....	44
Biographies.....	48
Lubicon Lake Band.....	56
Newspaper Clippings .....	66, 178
Nield, Bill.....	17, 55
NOC Relations .....	15
Norma Bush Arena .....	129
OCO'88	
Early organization.....	39, 51, 62, 64, 122, 135, 155, 162, 169, 175, 189
Official Commemorative Book: 1988 Olympic Winter Games.....	178
Official Report .....	17
Olympians .....	69, 158
Olympic Bids	
Anchorage, Alaska 1994 .....	48, 84
Sweden 1992, 1994.....	46, 48, 85
Olympic Crests.....	149
Olympic Plaza.....	126, 129
Olympic Speed Skating Oval .....	37, 38, 49, 50, 74, 75, 125, 127
Olympic Villages .....	126, 128, 129
Olympic Volunteer Centre .....	49, 189-193, 195
Operations Group .....	20, 147, 175
Organizational Charts .....	70
Oversize material .....	7, 168, 188
Blueprints .....	7, 14, 74, 75, 122, 129-134, 195, 196
Charts.....	28, 47, 50, 75
Plans .....	7, 25, 35-37, 49, 74, 75, 122, 128, 130, 132, 161, 196

Posters .....	52, 61, 161, 186, 188
Schedules.....	161
Transparencies.....	146, 154
Pageantry.....	52, 61, 194
Palliser Hotel.....	34-37, 48, 126
Pan-Am Games 1987 .....	70
Perera, Dilan .....	17, 19
Philately	
Olympex'88 Exhibition .....	35
Photographs/Slides.....	6, 34, 41, 71, 85, 157, 160, 169, 173-175, 177, 179-181, 186, 193
Pickett, John .....	20, 39, 58, 64, 135
Potvin, Claire.....	64, 122
Pratt, Bill.....	17, 20, 31, 39, 51, 55, 62
Preview'88 .....	29, 60, 70, 71, 159
Access Control .....	123, 127
Accreditation.....	128
Prince Albert .....	57
Prince Takeda.....	58
Princess Anne.....	45
Production & Advertising.....	35, 70
Protocol.....	8, 14, 24, 39, 51, 62, 70
Meetings.....	45
Publications.....	45, 72, 156
Record'88.....	44
Reports	
Access Control .....	123-125, 127
Accreditation.....	13, 116-118, 120
Annual .....	44
Annual Operating Plan, 1985-1986 .....	29
ANOC .....	66
Broadcasting.....	67
Budgets .....	29, 121
Design of an Effective Protocol System.....	42
Document retrieval and control.....	42
Federal Operational Funding.....	23
Final.....	15, 17, 28, 43, 167
Gifting.....	54
Government of Canada .....	23, 27
Hosting Program.....	48
IOC .....	33
IOC Press Commission .....	42
Los Angeles.....	56
Material Management.....	26

Meteorological .....	23
Montreal .....	69
OCO Board, 1986.....	23
OCO'88 Board, Volunteers and Staff.....	157
OCO'88 to Government of Canada .....	28
OCONET .....	25
Official .....	120
Olympic Arts Festival.....	24
Olympic Forum 1987 .....	178
Olympic Health Services .....	117
Olympic Villages.....	126
Operational Funding Statement of Claim, 1986-1987.....	22
Performance.....	193
Progress .....	15, 119, 121, 142, 150, 157, 177, 192
Sarajevo .....	56
Temporary Signage.....	124
Ticketing .....	45
Transportation .....	25
Universiade'83.....	56
Venues .....	72
Volunteer Orientation.....	171, 172
Volunteer Recognition .....	177, 180
Royal Family .....	45, 57
Russell, Danny.....	39, 62
Saddledome.....	37, 38, 45, 49, 50, 61, 71, 74, 75, 127, 128
Samaranch, Juan Antonio.....	33, 34, 36, 58
Sarajevo.....	35, 56, 70, 71, 75, 80, 85
Scheduling .....	157
Schwabe, Dr. Emmy .....	58
Seating Plans.....	37, 45, 49, 69, 188
Olympic Family Rule 60.....	38, 48, 71, 74, 75
Security .....	15, 30, 45, 71, 147, 194
Sedgwick, Mary.....	135
Seoul, Korea .....	14, 35, 46, 71, 75, 85
Signage	
Venues .....	129
Siler, Don .....	31
Smith, Art .....	46
Smith, Don .....	9, 15, 17, 20, 31, 39, 46, 64
Spirit of '88	
July 1986 .....	156
Sports Group.....	57, 72
Sports Information Office .....	145
Spray Lake Ski Corporation .....	119

Stampede Park .....	72
Sun Ice.....	148, 150
Surveys.....	16
Taiwan .....	46
Taylor, Paul.....	6, 135, 146-148, 155, 162, 175, 189
Team Petroleum'88.....	146
Team'88 Centres.....	189
Team'88 Recognition Dinners.....	177, 180, 181, 186
Telecommunications.....	46
Telefax documents.....	7, 65, 136, 176
Test Events	
Access Control .....	123
Alpine Skiing.....	66
Thrasher, Kate .....	162, 169, 171, 172
Ticketing.....	13, 45, 46, 72, 146
Torch Relay.....	25, 63, 146, 163
Toronto Ontario Olympic Council .....	85, 119
Town Hall Meetings .....	137
Transportation.....	13, 47
Olympic Family .....	25
Traptow, Flo.....	135
Tretjak, Vladislav.....	58
Tynan, Russ.....	6, 64, 135, 155, 162, 175, 189
Ueberroth, Peter .....	178
United States .....	47
Universiade 1987 .....	72
Universiade'83 .....	56, 70, 72, 75
Accreditation Manual .....	68
University of Calgary.....	49, 114
USSR .....	47, 58
Vail, USA.....	85
Venues.....	13, 128, 143
Videotapes.....	7, 162, 165-167, 170, 173, 175, 187
VIP Visits.....	57
Volunteer Chairmen .....	175
Volunteer Department.....	6, 147, 189
Committees .....	135
Managers Meetings .....	156
Staff Meetings.....	157
Volunteer Development Program.....	169
Volunteer Orientation .....	171-174
Volunteer Recognition Program.....	175, 180
Certificates.....	185, 186

Volunteer Training Program .....	157, 158, 166, 167
Home Study .....	165
Volunteers .....	15, 16, 148, 178, 181
A Day in the Life of a Nakiska Volunteer .....	167
Application Forms .....	172, 185
Club'88 .....	178, 189, 191, 192, 195
Emergency Training .....	156
Language Skills .....	173
Liability .....	147
Policy & Procedures .....	147, 148
Recruitment .....	180, 188
Specific Training .....	160
Training and Education .....	148
Training Mandate .....	159
Venue Training .....	160
Wardle, William .....	55
Welcome Kit .....	47
Wheeler, Val .....	31
White, Jennifer .....	155
Whitrow, Flo .....	135, 151
Wilson, Jack .....	57
Womack, Alan .....	20
World Cups	
Alpine Skiing .....	56, 57
Speed Skating .....	13
Youth Department .....	146