



Appendix 1 - IWAS Wheelchair Fencing Zonal Championships (v2022)

Flights, Board, Accommodation, Transport						
Item	Detail	Costs for Budget of.	Number	Intended for	Number of days required	Notes
Official IWAS Representative President or CEO	Flight, Accommodation, board, local transport	LOC	1	IWAS Representative (IWAS appointed)	1 day prior to competition to end of competition departure date if possible.	Deal with all finances, member matters. Official spokesperson for non-technical matters
IWAS WF Chairman or Secretary General	Flight, Accommodation, board, local transport	LOC	1	IWAS WF Representative (IWAS appointed)	Arrive 1 day prior to competition. Depart day after end of competition.	Checking of all schedules, equipment, and logistics.
IWAS Staff member	Flight, Accommodation, board. Local transport	LOC	1	IWAS Staff (IWAS Appointed)	As above	Support and co-ordinate activities for the IWAS WF Classification team as well as IWAS President/CEO.
IWAS Communications	Accommodation, board, airport transfers and local transport	LOC (Flights-IWAS)	1	IWAS Communications Officer or Media Team Member	1 day prior to competition, to end of competition departure date.	
IWAS WF International Classifiers	Flight, Accommodation, board, local transport	LOC	2	IWF Classifiers (IWAS appointed)	1 full day prior to classification day at competition, to end of competition departure date.	From time to time trainee classifier/s can join at minimal cost to the LOC (lunch / local travel)

IWAS WF Technical Officials						
Flight, Accommodation, board, local transport	LOC	1	Technical Delegate (TD) (IWAS appointed)	Arrive minimum 2 day prior to competition. Depart day after competition ends.		TD acts as President of the DT (1)

Flight, Accommodation, board, local transport	LOC	1	Referee Commission Representative (IWAS appointed)	1 full day prior to competition. Depart day after competition ends.	Ref Commission Rep. will also act as second member of DT (2)
Flight, Accommod., board, local transport for 5. DT person; Travel, Accommod., board, local transport (for LOC nominated 6. person)	LOC	6 (2)	Directoire Technique (DT) EUROPE 1. TD 2. Referee Com. rep. 3. SEMI Com. rep. 4. Int. Classifier 5. IWF appointed 6. proposed by LOC	Members 1., 2., 3. and 4. listed as above, having dual function. 5 th and 6 th person to arrive 1 full day prior to competition and stay to end of competition.	6. DT person: If no one is nominated by LOC, IWF will appoint an add. person (cost for budget of LOC)
Travel, Accommodation, board, local transport (for LOC nominated 3. person)		3 (1)	Directoire Technique (DT) OUT OF EUROPE 1. TD 2. Referee Com. rep. 3. proposed by LOC	Members 1. and 2. listed as above, having dual function. 3 rd person to arrive 1 full day prior to competition and stay to end of competition.	3. DT person: can be SEMI Commission rep. if no one is nominated by LOC
Accommodation, board, airport transfers and local transport	LOC (Flights - IWAS)	1	SEMI Commission Representative (IWAS appointed)	Arrive minimum 2 day prior to competition. Depart day after competition ends.	
Accommodation, board, airport transfers and local transport	LOC (Flights - IWAS)	1	SEMI Commission Trainee (IWAS appointed)	Arrive minimum 2 day prior to competition. Depart day after competition ends.	For 2022, a second SEMI Comm. member ("Trainee") will be nominated
Flights, Accommodation, board, and local transport.	2 LOC budget 2 IWF budget	4	IWF International Referee (IWAS appointed)	1 day prior to competition, to end of competition departure date.	Costs negotiable with LOC
Accommodation, board, airport transfers and local transport (flights provided by Nations or IWF)	LOC	+ - 23 or as required see note below #	International Referees provided by participating nations (and IWF)	1 day prior to competition, to end of competition departure date. (DT Briefing and Competition days)	IWF invites referees for nations not bringing referees.
Travel, Accommodation and Board or as is custom in host country.	LOC	8-15	National Referees (IWAS licenced)	1 day prior to competition, to end of competition departure date. (DT Briefing and Competition days)	as required to ensure smooth running of competition.

Referees and Officials Per Diem						
Item	Detail	Costs for Budget of.	Number	Intended for	Number of days required	
Per Diem	€50 per day for the duration of required stay plus 2 travel days.	LOC * 2 (4 for Eu.) members of DT already included	6	1 TD 1 DT (LOC appointee) * 1 DT (only for EUROPE) * 1 IWF Referee Comm. 1 IWF SEMI Commission 2 IWF Classifiers	min. 2d before + comp. days + 2d travel 1d before + comp. days + 2d travel 1d before + comp. days + 2d travel 1d before + comp. days + 2d travel min. 2d before + comp. days + 2d travel min. 1d before + comp. days + 2d travel	
	€50 per day for the duration of required stay plus 2 travel days.	IWAS	3+	1 SEMI Trainee 2 IWAS referees Add. IWF invited referees	2d before + comp. days + 2d travel 1d before + comp. days + 2d travel	
Per Diem	<p>The above listed officials will be granted a Per Diem equivalent to € 50 per day for</p> <ul style="list-style-type: none"> - their "working days" (duration of their assignment– these are usually the competition days and the days before when their stay is required to prepare the competition) - 1 travel day outward and 1 travel day on return (regardless of the actual duration of the travel) <p>The payments must be made by the organiser latest on the second day after arrival of the official. Per Diems which have to be paid by IWAS will be reimbursed to the organizers after the competition. The Per Diem has to be paid in Euro (or the equivalent in US Dollar or British Pounds).</p>					
Communication and Spaces in the Competition Venue						
Item	Detail	Costs for Budget of.	Number	Intended for	Number of days required	Notes
Mobile Phones	Mobile phones or sim cards	LOC	TBC	As agreed with IWAS Minimum for TD, classifier (1), SEMI rep. (1), Referee rep. (1), IWAS staff	Whole duration of stay	Contact list from LOC and officials to be provided
Wifi/Internet Access	Wifi/ Internet access	LOC	3	IWAS/IWF Area Classifiers TD/DT	competition days plus classification /preparation days	
Printer/photocopier scanner	available in appropriate rooms of venue.	LOC	3	IWAS secretariat Classifier room TD/DT	competition days plus classification /Preparation days	
Classification requirements	Room for Classification at competition venue, containing examination bench, table and 4 chairs.	LOC	1	Classifiers	competition days plus classification/ preparation days	

	Fencing frame for wheelchair stabilisation. Printer with scanner. Wifi					
Office Space/ Designated Area	Area for IWAS/IWAS Secretariat 2 tables, 4 chairs, printer/scanner	LOC	1 room/ area	IWAS/IWAS Secretariat/Media	competition days plus any preparation days	
TECHNICAL EQUIPMENT						
Item	Detail	Costs for Budget of.	Number	Intended for	Number of days required	Notes
Fencing Frames and Metal Pistes	Approved competition frames and suitable Pistes	LOC	24 and ½ 12 and ½	EUROPE Competition (min. 16) Training areas (min. 8) Classification room ½ OUT OF EUROPE Competition (min. 8) Training areas (min. 4) Classification room ½	2 full days before until to end of last competition day.	The number will depend on the number of entries and competition schedule and might need to be adjusted!
OTHER						
Item	Detail	Costs for Budget of.	Number	Intended for	Number of days required	Notes
Medals	Design approved by IWAS. Individual set is 2 bronzes, 1 silver, 1 gold.	LOC	to cover all events	Individual: 1 set per weapon per male/female. Teams: 4 gold, 4 silver 4 bronze.		Numbers dependant on competition schedule of events.
Volunteers	Volunteers needed for transport, competition venue, Pistes, call room, chaperone etc.	LOC	sufficient for comp.	2 volunteers per piste. Others as required	competition days plus classification/preparation days	Enough volunteers for all pistes to be present for the complete duration of the competition
Progress report	communications with IWAS to ensure successful competition.	LOC				continual updates as required.
Online entry systems	Entry and Registration/accreditation bookings must be made via the official IWAS online entry system ("Ophardt"). Result and documentation files (data format: XML and PDF) must be given to the TD at the end of each competition day. Accommodation arrangements and travel details must be made directly with the LOC. IWAS must be notified of all entries and changes.					

	After the end of the competition, IWF has to receive a list (pref. Excel format) with all <u>accredited</u> persons (athletes, coaches, medicals, staff, etc.) within 3 days.
Refreshments	Free drinking water must be available to all athletes and staff during the competition. Access to other refreshments is also recommended.
Communication during competition	Notice boards at competition and hotel. A sufficient number of TV monitors (min. 4) are preferred for results and competition progress.