



**Appendix 1 - IWAS Wheelchair Fencing Satellite Tournaments (v2022-09-09)**

**IWAS WF Technical Officials – Flights, Board, Accommodation, Transport**

<b>Item</b>	<b>Costs for Budget of</b>	<b>Number</b>	<b>Intended for</b>	<b>Number of days required</b>	<b>Notes</b>
Flight, Accommodation, board, local transport	LOC	2	<b>IWF Classifiers</b> (IWAS appointed)	1 <b>full</b> day prior to classification day at tournament, to end of tournament departure date.	From time to time trainee classifier/s can join at minimal cost to the LOC (lunch / local travel)
Flight, Accommodation, board, local transport	LOC	1	<b>Referee Commission Delegate</b> (IWAS appointed)	1 <b>full</b> day prior to tournament, to end of tournament departure date.	Ref Commission Rep. will also act as President of DT
Travel, Accommodation, board, (for LOC nominated person only)	LOC	1 (3)	<b>Directoire Technique (DT)</b> 1. TD / Ref. Com. Del. 2. <b>proposed by LOC</b> 3. <b>proposed by LOC</b>	DT Members 1. listed as above, having dual function. 2 <sup>nd</sup> and 3 <sup>rd</sup> DT member to arrive 1 <b>full</b> day prior to tournament and stay to end of tournament. <b>All DT members from different nations.</b>	
Flights, Accommodation, board, and local transport.	LOC	2	<b>IWF International Referee</b> (IWAS appointed)	1 day prior to tournament, to end of tournament. Depart after the last competition or after tournament ends.	
Accommodation, board, airport transfers and local transport <b>(flights provided by Nations or IWF)</b>	LOC	+ - 10 or as required see note below #	<b>International Referees provided by participating nations (and IWF)</b>	1 day prior to tournament, to end of tournament. Depart after the last competition or after tournament ends. (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	<b>National Referees (IWAS licenced)</b>	1 day prior to tournament, to end of tournament. Depart after the last competition or after tournament ends. (DT Briefing and Competition days)	as required to ensure smooth running of competition.

Officials Per Diem					
Item	Detail	Costs for Budget of.	Number	Intended for	Number of days required
Per Diem	€50 EUR per day for the duration of required stay plus 2 travel days.	LOC	7	1 TD / IWF Referee Del. 2 DT (LOC appointee) 2 IWF Classifiers 2 IWF Referees	min. 1d before + comp. days + 2d travel 1d before + comp. days + 2d travel min. 1d before + comp. days + 2d travel 1d before + comp. days + 2d travel
	€50 EUR per day for the duration of required stay plus 2 travel days.	IWAS	2+	2 IWAS referees Add. IWF invited referees	1d 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"> <li>- 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)</li> <li>- 1 travel day outward and 1 travel day on return (regardless of the actual duration of the travel)</li> </ul> <p>The payments must be made <b>by the organiser</b> 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>				

<b>Communication and Spaces in the Competition Venue</b>						
<b>Item</b>	<b>Detail</b>	<b>Costs for Budget of</b>	<b>Number</b>	<b>Intended for</b>	<b>Number of days required</b>	<b>Notes</b>
Mobile Phones	Mobile phones or sim cards	LOC	TBC	As agreed with IWAS Minimum for TD, classifier (1), SEMI Del. (1), Referee Del. (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. Fencing frame for wheelchair stabilisation. Printer with scanner. Wifi.	LOC	1	Classifiers	competition days plus classification/ preparation days	
<b>TECHNICAL EQUIPMENT</b>						
<b>Item</b>	<b>Detail</b>	<b>Costs for Budget of.</b>	<b>Number</b>	<b>Intended for</b>	<b>Number of days required</b>	<b>Notes</b>
Fencing Frames and Metal Pistes	Approved competition frames and suitable Pistes	LOC	8 and ½	Competition (minimum 8) Classification room ½	2 <b>full</b> 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 (optional): 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 <b>complete</b> duration of the tournament.
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.) <b>within 3 days</b> .					
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.					