



Appendix 1 - IWAS Wheelchair Fencing 2023 World Cup Competitions (v2022-12-13)

Flights, Board, Accommodation, Transport						
Item	Detail	Costs for Budget of.	Number	Intended for	Number of days required	Notes
Official IWAS Representative President or CEO	Accommodation, board, local transport	LOC (IWAS – Flight)	1	IWAS Representative (IWAS appointed)	Arrive 1 day prior to competition. Depart day after end of competition.	Deal with all finances, member matters. Official spokesperson for non-technical matters
IWAS WF Chairman or IWAS WF Representative	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)	Arrive 1 day prior to tournament. Depart day after end of tournament.	Support and coordinate activities for the IWAS WF Classification team as well as IWAS President/CEO.
IWAS Communications	Flight, accommodation, board, local transport	LOC	1	IWAS Communications Officer or Media Team Member	Arrive 1 day prior to competition. Depart day after end of competition.	Ensure all livestream/website/ social media is in adherence to rules.
IWAS WF International Classifiers	Flight, accommodation, board, local transport	LOC	2	IWF Classifiers (IWAS appointed)	Arrive minimum 1 full day prior to classification day at competition. Depart day after end of competition.	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 full days 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 Delegate (IWAS appointed)	Arrive 1 full day prior to competition. Depart day after competition ends.	Referee Commission Delegate will also act as second member of DT (2)
Travel, accommodation, board, (for LOC nominated person only)	LOC	3 (1 add. person)	Directoire Technique (DT) 1. TD 2. Referee Com. Del. 3. Person proposed by LOC	Members 1. and 2. listed as above, having dual function. 3 rd person to arrive 1 day prior to competition and stay to end of competition.	3. Person is member of the organizing federation (alternatively the SEMI Commission Delegate). All 3 DT members have to be from different nations .
Flight, accommodation, board, local transport	LOC	1	SEMI Commission Delegate (IWAS appointed)	Arrive minimum 2 full days prior to competition. Depart day after competition ends.	
Flights, accommodation, board, local transport	LOC	2	IWF International Referees (IWAS appointed)	Arrive 1 day prior to tournament. Depart after the last competition or after tournament ends.	2 on IWF budget, if 4 are appointed
Accommodation, board, local transport (Flights provided by Nations)	LOC	+ - 20 or as required see note below #	International Referees provided by participating nations (and IWF)	Arrive 1 day prior to tournament. Depart after the last competition or after tournament ends.	IWF invites referees for nations not bringing required referees.
Travel, accommodation, board, local transport (or as it is custom in host country)	LOC	5-10	National Referees (IWAS licenced)	Arrive 1 day prior to tournament. Depart after the last competition or after tournament ends.	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	8	1 TD 1 DT (LOC appointee) 1 IWF Referee Delegate 1 IWF SEMI Commission 2 IWF Classifiers 2 IWF Referees	min. 2d 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 1d before + comp. days + 2d travel
		IWAS	2+	2 IWF Referees (<i>if 4 are appointed</i>) Additional 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 EURO 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 of the competition. 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 Euros (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	5+	As agreed with IWAS Minimum for TD, classifier (1), SEMI Del. (1), Referee Del. (1), IWAS staff	Whole duration of stay	Contact list (LOC and officials) from LOC to be provided
Wifi/Internet Access	Wifi/ Internet access	LOC	3	Access in area for Classifiers, IWAS/IWF office, TD office, DT table, call room and equipment control	competition days plus classification/ preparation days	
Printer/ Photocopier/ Scanner	Available in appropriate rooms of venue.	LOC	3	IWAS Staff/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. Hand Washing facilities. Wifi.	LOC	1	Classifiers	competition days plus classification/ preparation days	
Office Space/ Designated Area	Area for IWAS/IWAS Secretariat 1 table, 2 chairs, printer/scanner	LOC	1 room/ area	IWAS/IWAS Secretariat/Media	competition days plus 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	Competition (min. 16) Training areas (min. 8) 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: 1 gold, 1 silver, 2 bronzes Team set: 4 gold, 4 silver, 4 bronze	LOC	to cover all events	Medal ceremonies for all individual and team competitions		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 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.) 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 venue and hotel. A sufficient number of TV monitors (min. 4) are preferred for results and competition progress.					