

APPENDIX 2: SITEVISIT CHECKLIST

International Wheelchair Fencing



The following are the details agreed to between the Organising Committee and World Abilitysport during a site visit conducted by:

(Names) _____

on (date) _____

in preparation for the "Wheelchair Fencing" _____

**All costs for the site visit by World Abilitysport and IWF representatives including travel, accommodation and board will be covered by the organising committee. Please be aware for budget purposes, that a second site visit may be conducted after the award of the bid for technical and operational meetings for up to 2 people if this is deemed necessary by World Abilitysport.*

The information in this document is an integral part of the contractual obligations in award of bid to a host candidate. Any changes to the agreed conditions must be submitted in writing to **World Abilitysport** for approval. Such communications, in turn, will become part of the working contract for this event.

a. COMPETITION AND TRAINING VENUES.

Name of venue: _____

Web address: _____ E-mail: _____

Dimensions: Competition _____ Training _____

Brief description and type of facility: _____

No. of accessible toilets: _____

Lifts: No. of _____ Capacity per lift: _____

Venue Distance from Accommodation: _____

No. of Pistes: Competition: _____ Training: _____

No. of fencing frames available: **(must be IWF approved)** _____

#IWF = International Wheelchair Fencing

Type (manufacturer) of fencing frames to be used: _____
(must be IWF approved)

Electrical Scoring Equipment: _____

Officials(?): _____

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Technical Information Control Centre

Location: _____

Competition Programme Software to be used: _____

Proposed method of projecting event schedules, draws and results e.g. Visual Display,

Information Sheets, Access to designated information boxes: _____

Equipment Check and Weapon Control Centre

Location: _____ Dimensions: _____

**Equipment; Gauges, Scales, Weights, Electrical Control Apparatus, Repair Facility and Technicians*

Armourers: *Armourers must be available prior to the competition and for the entire duration of the competition. The LOC must publish the location of the armourers at all official hotels and competition venue, especially if the venue changes after the first day. Armourers must be compliant with, and knowledgeable of the current International Wheelchair Fencing Materials rules.*

Classification Area

Location: _____ Dimensions: _____

Doping Area

Location: _____ Dimensions: _____

Spectator Facilities

Will facility/s be shared with any other event? **YES/NO**

If yes, what event/sport: _____

Will refreshments be available? **YES/NO**

What refreshments will be on offer? _____

Will any meals be served at the venue(s)? **YES/NO**

If so, please specify: _____

Additional Venue Information

Are there any contractual agreements, special features or special arrangements that may affect the usage of the venue? **YES/NO**

Is space available for meeting rooms? **YES/NO**

Will the facility/s be shared with any other events/services? **YES/NO**

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Specify: _____

b. ACCOMMODATION/BOARD

Name Hotel: _____ Website: _____

Brief description/number, type, and standard of rooms: _____

Maximum Capacity: _____ Lifts: No. of: _____ Capacity: _____

Restaurant Facility: **YES/NO**

Communal/Social Areas: **YES/NO**

Brief description (to include maximum capacity per sitting & typical menu)

Does the facility incorporate any other event management functions? e.g.

Information facility:	YES/NO
Communications - transport/venues/OC:	YES/NO
Registration/accreditations:	YES/NO
Administration facility for teams/World Abilitysport/IWF:	YES/NO
Press/media facility:	YES/NO
Equipment checks etc.	YES/NO

c. REGISTRATION AREA

**National delegations, Technical Personnel, World Abilitysport/IWF officers, Volunteers*

Proposed Location: _____

Size of Area: _____ Description: _____

Communications/IT link up systems: _____

Accreditation system: _____

**Card issue and allocation, Access levels, Photographs*

Toilets: Number of toilets at facility: _____ Number wheelchair accessible: _____

d. PROPOSED TRANSPORT PROGRAMME

Transport is of paramount importance as it may influence the effectiveness of competition and training schedules. The following transport requirements must be considered for athletes, officials and VIP's and be included in all information packs to registered participants:

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- Airport to accommodation and back to airport.
- Accommodation to competition and training venues and back.
- To other official events, e.g. functions and meetings (such as team managers, OC and IWFC and assemblies/training seminars etc).

It is recommended that a transport schedule be made available.

Description of Transport to be used

Number and type of transport to be used. _____

Where will transportation department be based? _____

Where will transportation schedules be posted? _____

Will allocation be per team? **YES/NO**

Will there be specific allocation to VIPs/officials/World Abilitysport officers? **YES/NO**

e. CLASSIFICATION AREA

***In light of the COVID-19 pandemic requirements are under review**

The room must be able to accommodate a minimum of 2 medical examination benches, screen, table and two chairs with each bench and facilities to ensure hygienic management of the classification procedure (i.e. running water supply, towels, disinfectant etc). Internet/ wi-fi / photocopy and scanning facilities will be required in this area.

Proposed Location: _____ Size of Area: _____

Description: _____

e. ANTI-DOPING AREA

Proposed Location: _____ Size of Area: _____

Description: _____

f. MEETING AND ADMINISTRATIONAL FACILITIES

Meetings

All or some of the following meeting could take place during the event:

- Team Managers' Meetings - Meeting room for around 50 people
- IWF Executive Committee - Meeting room for 10 people
- Seminars for Classifiers and/or Referees

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Administration

It will be necessary to provide World Abilitysport with a room/area either at, or in, proximity to the venue so that administrative functions can be pursued. This should be a secure and lockable area with at least 2 desks and appropriate power points. In addition, access to internet/wi-fi, photocopier, printer, and refreshments/toilet facilities should be arranged.

Proposed Location: _____

g. MEDIA / COMMENTARY RELATIONS OPERATIONS

**Area must be wheelchair accessible.*

Proposed Location: _____ Size of Area: _____

Description: _____

Access

Is transportation required from sports venues and/or accommodation areas?
Will press facilities be available for national delegation Press Officers' use?

Is there a requirement for International Wheelchair Fencing Training programmes?

Referees	YES/NO	Classifiers	YES/NO
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Provision of access to classroom style room/s should be available if any official training programmes are running prior to or during the competition.