



## Appendix 1 - Wheelchair Fencing World Cup Competitions

(v2024\_01\_17)

Flights, Board, Accommodation, Transport						
Item	Detail	Costs for Budget of.	Number	Intended for	Number of days required	Notes
<b>Official World Abilitysport President, Representative, or CEO</b>	Accommodation, board, local transport	LOC  (World Abilitysport covers flight / travel cost)	1	<b>World Abilitysport Representative</b> (World Abilitysport 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
<b>Para Fencing Chairman or IWF Representative</b>	Flight, accommodation, board, local transport	LOC	1	<b>WF Representative</b> (World Abilitysport / IWF appointed)	Arrive 1 day prior to competition. Depart day after end of competition.	Checking of all schedules, equipment, and logistics.
<b>World Abilitysport Staff</b>	Flight, accommodation, board. Local transport	LOC	1	<b>World Abilitysport Staff</b> (World Abilitysport Appointed)	Arrive 1 day prior to tournament. Depart day after end of tournament.	Support and co-ordinate activities for the IWF Classification team as well as World Abilitysport President/CEO & TD.
<b>World Abilitysport / IWF Communications Team</b>	Flight, accommodation, board, local transport	LOC	1	<b>World Abilitysport/ IWF Communications Manager or Media Team Member</b> (World Abilitysport appointed)	Arrive 2 day prior to competition. At least 1 full day before start of comp. Depart day after end of competition.	Ensure all livestream/website/ social media is in adherence to rules/contract.
<b>IWF International Classifiers</b>	Flight, accommodation, board, local transport	LOC	2	<b>IWF Classifiers</b> (World Abilitysport / IWF appointed)	Arrive minimum 1 <b>full</b> 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)

<b>IWF Technical Officials</b>					
Flight, accommodation, board, local transport	LOC	1	<b>Technical Delegate (TD)</b> (World Abilitysport / IWF appointed)	Arrive 3 days prior to competition. 2 full days prior to start of competition. Depart day after competition ends.	TD acts as President of the DT. (1)
Flight, accommodation, board, local transport	LOC	1	<b>Referee Commission Delegate</b> (World Abilitysport / IWF appointed)	Arrive 1 <b>full</b> 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 <b>(1 add. person)</b>	<b>Directoire Technique (DT)</b> 1. TD 2. Referee Com. Del. <b>3. Proposed by LOC</b>	Members 1. and 2. listed as above, having dual function. 3 <sup>rd</sup> person to arrive 1 day prior to competition and stay to the end of competition.	3. Person is member of the organizing federation  All 3 DT members <b>MUST</b> be from <b>different nations</b> .
Flight, accommodation, board, local transport	LOC	1	<b>SEMI Commission Delegate</b> (World Abilitysport / IWF appointed)	Arrive 3 days prior to competition. To have 2 <b>full</b> days prior to competition. Depart day after competition ends.	
Flights, accommodation, board, local transport	LOC	2	<b>IWF International Referees</b> (World Abilitysport / IWF 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, <b>(Flights provided by Nations)</b>	LOC	+/- 20 or as required see note below #	<b>International Referees provided by participating nations (and IWF)</b>	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	<b>National Referees (IWF licenced)</b>	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	9	1 TD 1 DT (LOC Safeguarding) 1 IWF Referee Delegate 2 IWF SEMI Commission 2 IWF Classifiers 2 IWF Referees 1 Comms Manager	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 Min. 1d before + comp. days + 2d travel
		World Abilitysport / IWF	2+	2 IWF Referees ( <b>if 4</b> were appointed) 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"> <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 of the competition, as adhered to in the ITO Agreement Form.</p> <p>Per Diems which have to be paid by World Abilitysport will be reimbursed to the organizers after the competition.</p> <p>The Per Diem has to be paid in Euros (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>
Wi-Fi/Internet Access	Wi-Fi/ Internet access	LOC	4	Access in area for Classifiers, World Abilitysport /IWF office, TD office, DT table, call room and equipment control.	Competition days plus classification/ preparation days	
Individual password protected Wi-Fi / Internet Access	Individual password protected Wi-Fi / Internet Access	LOC	1	Live Stream.	Competition Days.	
Printer/ Photocopier/ Scanner	Available in appropriate rooms of venue.	LOC	3	World Abilitysport secretariat. Classifier room. TD/DT Table.	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. Wi-Fi.	LOC	1	Classifiers	Competition days plus classification/ preparation days	Refreshments for classifiers should be made available.
Office Space/ Designated Area	Area for World Abilitysport Staff 1 table, 2 chairs, (Access to) printer/scanner	LOC	1 room/ area	World Abilitysport Staff/Media	Competition days plus 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	24 and ½	Competition (min. 16) Training areas (min. 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: 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 <b>complete</b> duration of the tournament.
Progress report	Communications with World Abilitysport to ensure successful competition.	LOC				continual updates as required.
Online entry systems	Entry and Registration/accreditation bookings must be made via the official WF 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. World Abilitysport must be notified of all entries and changes. After the end of the competition, IWF must receive a list (pref. Excel format) with all <u>accredited</u> persons (athletes, coaches, medicals, staff, etc.) <b>within 3 days of the final day of competition.</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 venue and hotels. A sufficient number of TV monitors (min. 4) are preferred for results and competition progress.					