Appendix 1 - Para Fencing Zonal Championships

(v2025_01_15)

Flights, Board, Accommodation, Transport

Item	Detail	Costs for Budget of.	Number	Intended for	Number of days required	Notes
Official World Abilitysport President / CEO / Representative	Accommodation, board, local transport	LOC (Flight / Transport paid by World Abilitysport)	1	**World Abilitysport Representative** (World Abilitysport 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
WPF Chairman or WPF Representative	Flight, Accommodation, board, local transport	LOC	1	**WPF Representative** (WPF appointed)	Arrive1 day prior to competition. Depart day after end of competition.	Checking of all schedules, equipment, and logistics.
World Abilitysport Staff member	Flight, Accommodation, board. Local transport	LOC	1	**World Abilitysport Staff** (World Abilitysport Appointed)	As above	Support and co-ordinate activities for the IWF Classification team as well as World Abilitysport President/CEO.
World Abilitysport Communications / Media Manager	Flight, Accommodation, board, airport transfers and local transport	LOC	1	**WPF Comms Manager or Media Team Member** (WPF appointed)	At least 1 full day prior to competition, to end of competition departure date.	
WPF Chief Classifier	Flight, Accommodation, board, local transport	LOC	1	**WPF Chief Classifier**	1 full day prior to classification day at competition, to end of competition departure date.	To manage all classification.
WPF International Classifiers	Flight, Accommodation, board, local transport	LOC	2	**WPF Classifiers** (WPF 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)

World Para Fencing International Technical Officials					
Flight, Accommodation, board, local transport	LOC	1	**Technical Delegate (TD)** (WPF appointed)	Arrive 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** (WPF appointed)	1 full day prior to competition. Depart day after competition ends.	Ref Commission Delegate. will also act as second member of DT (2)
Flight, Accommo., board, local transport for 5. DT person; Travel, Accommo., 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. WPF Appointed 5. WPF Appointed 6. LOC Appointed	Members 1., 2., 3. and 4. listed as above, having dual function. 5th and 6th 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, WPF 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. Del. **3. proposed by LOC**	Members 1. and 2. listed as above, having dual function. 3rd 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	1	**SEMI Commission Delegate** (WPF appointed)	Arrive 2 full days prior to competition. Depart day after competition ends.	
Flights, Accommodation, board, and local transport.	2 LOC	2	**WPF International Referee** (WPF appointed)	1 day prior to competition, to end of competition departure date.	
Accommodation, board, airport transfers and local transport **(flights provided by Nations or WPF)**	LOC	+/- 23 or as required see note below #	**International Referees provided by participating nations (and WPF)**	1 day prior to competition, to end of competition departure date. (DT Briefing and Competition days)	WPF will invite referees for nations who do not bring referees.

Travel, Accommodation and Board or as is custom in host country.	LOC	8-15	**National Referees (WPF 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	8 (9)	1 TD 1 DT (LOC appointee) * 1 DT (only for EUROPE) * 1 IWF Referee Comm. 1 WPF SEMI Comm. 1 WPF Chief Classifier 2 WPF Classifiers 1 Comms Manager	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 min. 1d 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.	LOC	2	2 WPF appointed referees	Comp. days + 2d travel
Per Diem	The above listed officials will be granted a Per Diem equivalent to €50 per day for - 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) The payments must be made **by the organiser latest on the second day after arrival of the official.** As adhered to in the ITO Agreement Form. Per Diems which have to be paid by WPF 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).				

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 / e-sim	LOC	TBC	As agreed with WPF Minimum for TD (1), World Abilitysport staff	Whole duration of stay	Contact list from LOC and officials to be provided

Wi-Fi/Internet Access	Wi-Fi/ Internet access	LOC	3	World Abilitysport/WPF Area, Chief Classifier, Classifiers, TD & DT	competition days plus classification /preparation days	
Printer/photocopier scanner	available in appropriate rooms of venue.	LOC	3	WPF Staff, Chief 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. Stable & Strong WI-FI.	LOC	1	Classifiers	competition days plus classification/ preparation days	
Office Space/ Designated Area	Area for World Abilitysport and Staff 2 tables, 4 chairs, extension lead, access to printer	LOC	1 room/ area	World Abilitysport / WPF Staff / 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 World Abilitysport. 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 WPF to ensure successful competition.	LOC				continual updates as required.
Online entry systems	Entry and Registration/accreditation bookings must be made via the official 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 / WPF must be notified of all entries and changes. After the end of the competition, IWF must receive a list (pref. Excel format) with ALL accredited persons (athletes, coaches, medicals, staff, etc.) **within 3 days** of competition finishing.					
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.					