world abilitysport	world Para fencing	Appendix 1 – Para Fencing Satellite Tournament

World Para Fencing (WPF) International Technical Officials – Flights, Board, Accommodation, Transport

Item	Costs for Budget of	#No.	Intended for	Number of days required	Notes
Flight, Accommodation, board and local transport	LOC	1	**WPF Chief Classifier** (WPF appointed)	1 **full** day prior to classification day at tournament, to end of tournament departure date.	
Flight, Accommodation, board and local transport	LOC	2	**WPF International Classifiers** (WPF appointed)	1 **full** 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 and local transport	LOC	1	**Technical Delegate (TD)** (WPF appointed)	2 days day prior to tournament start, to end of tournament departure date.	
Flight, Accommodation, board and local transport	LOC	1	**Referee Commission Delegate** (WPF appointed)	1 **full** day prior to tournament, to end of tournament departure date.	
Travel, Accommodation, board, (for LOC nominated person only)	LOC	1 (3)	**Directoire Technique (DT)** 1. TD 2. Referee Comm. Delegate 3. **proposed by LOC**	DT Members 1st and 2nd listed as above, having dual function. 3rd DT member to arrive 1 **full** day prior to tournament and stay to end of tournament. **All DT members from different nations.**	
Flights, Accommodation, board and local transport.	LOC	2	**WPF International Referee** (WPF appointed)	1 day prior to tournament, to end of tournament. Depart after the last competition or after tournament ends.	LOC to cover all accommodation, local transport, and board for all referees.

Accommodation, board, airport transfers and local transport **(flights provided by Nations or WPF)**	LOC	+/- 10 or as required see note below #	**International Referees provided by participating nations (and WPF)**	1 day prior to tournament, to end of tournament. Depart after the last competition or after tournament ends. (DT Briefing and Competition days)	WPF invites referees for nations not bringing referees.
Travel, Accommodation and Board or as is custom in host country.	LOC	8-15	**National Referees (WPF licenced)**	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.**	**# No.**	**Intended for**	**Number of days required**
Per Diem	€50 EUR per day for the duration of required stay plus 2 travel days.	LOC	8	1 TD 1 WPF Referee Del. 1 DT (LOC appointee) 1 Chief Classifier 2 WPF Classifiers 2 WPF Referees	Preparation days + comp. days + 2d travel Preparation days + comp. days + 2d travel Preparation days + comp. days + 2d travel Class days + comp. days + 2d travel Class days + comp. days + 2d travel Competition days + 2d travel
Per Diem	The above listed officials will be granted a Per Diem equivalent to **€50.00 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. Per Diems which have to be paid by WPF will be made via Bank Transfer. 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**	**# No.**	**Intended for**	**Number of days required**	**Notes**
Mobile Phones / e-Sim.	Mobile phones or sim cards or e-sim cards.	LOC	TBC	As agreed with WPF, Minimum for TD, Chief Classifier (1), Referee Del. (1), World Abilitysport staff (if required).	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 Classifiers, TD & DT	competition days plus classification/ preparation days	
Printer/photocopier scanner	Available in appropriate rooms of venue.	LOC	3	World Abilitysport staff Chief Classifier / Classifiers 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. **Wi-Fi (as classification is paperless).**	LOC	1	WPF Classifiers	competition days plus classification/ preparation days	Classification is conducted paperless. Strong and stable Wi-Fi is mandatory for classification to happen.
TECHNICAL EQUIPMENT						
Item	**Detail**	**Costs for Budget of.**	**# No.**	**Intended for**	**Number of days required**	**Notes**
Fencing Frames and Metal Pistes	Approved competition frames and suitable Pistes (min. level 2)	LOC	8 and ½	Competition (minimum 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.**	**# No.**	**Intended for**	**Number of days required**	**Notes**
Medals	Design approved by WPF. Individual set is 2 bronzes, 1 silver, 1 gold.	LOC	to cover all events	Individual: 1 set per event: 1 gold, 1 silver and 2 bronze medals. Teams (optional) per event: 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 tournament.
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 WPF 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. WPF must be notified of all entries and changes. After the end of the competition, WPF has to receive a list (pref. Excel format) with all accredited persons (athletes, coaches, medicals, staff, etc.) **within 3 days of the competition finishing.**					
Refreshments	Free drinking water must be available to all athletes and staff and ITOs during the competition. Access to other refreshments is also recommended.					
Communication during competition	Notice boards at competition and hotel. If a website / app strong enough public Wi-Fi must be sufficient. A sufficient number of TV monitors (min. 4) are preferred for results and competition progress.					