

 		Appendix 1 - Para Fencing World Cup Competition <i>2025 Para Fencing World Cup</i>				
Flights, Board, Accommodation, Transport						
Item	Detail	Costs for Budget of.	Number	Intended for	Number of days required	Notes
Official World Abilitysport Representative, President, or CEO.	Accommodation, board, local transport	LOC (World Abilitysport covers flight only)	1	World Abilitysport Representative (World Abilitysport appointed)	Arrive 1 day prior to competition. Depart day after end of competition. Or specific dates as requested.	Deal with all finances, member matters. Official spokesperson for non-technical matters
WPF Chairman or WPF Representative.	Flight, accommodation, board, local transport	LOC	1	WF Representative (World Abilitysport appointed)	Arrive 1 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)	Arrive 1 day prior to tournament. Depart day after end of tournament. Or specific dates as requested.	Support and co-ordinate activities for the WF Classification team as well as World Abilitysport President/CEO & TD.
World Abilitysport Communications Manager or Media Team Member	Flight, accommodation, board, local transport	LOC	1	World Abilitysport, WPF, Communications or Media Team Member	Arrive 1 day prior to competition. Depart day after end of competition.	Ensure all livestream/website/s ocial media is in adherence to rules.
WPF Chief Classifier	Flight, accommodation, board, local transport	LOC	1	WPF Chief Classifier (World Para Fencing appointed)	Arrive at least 1 full day prior to classification start. Depart day after competition.	2 Classifiers will be on WPF budget, if 4 are appointed.
WPF International Classifiers	Flight, accommodation, board, local transport	LOC	2	WPF Classifiers (World Para Fencing appointed)	Arrive 1 full day prior to classification start. Depart day after competition.	From time-to-time trainee classifier/s can join at minimal cost to the LOC (lunch / local travel)

WPF Technical Officials					
Flight, accommodation, board, local transport	LOC	1	Technical Delegate (TD) (World Para Fencing 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	Referee Commission Delegate (World Para Fencing 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 organising federation (alternatively the SEMI Commission Delegate). All 3 DT members MUST be from different nations .
Flight, accommodation, board, local transport	LOC	1	SEMI Commission Delegate (World Para Fencing appointed)	Arrive 3 days prior to competition. To have 2 full days prior to competition. Depart day after competition ends.	
Flights, accommodation, board, local transport	LOC	2	WPF International Referees (World Para Fencing appointed)	Arrive 1 day prior to tournament. Depart after the last competition or after tournament ends.	2 on WPF 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 WPF)	Arrive 1 day prior to tournament. Depart after the last competition or after tournament ends.	WPF invites referees for nations not bringing required referees.
Travel, accommodation, board, local transport (or as it is custom in host country)	LOC	5-10 (subject to entries)	National Referees (WPF 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 Other WPF Officials Per Diem					
Item	Detail	Costs for Budget of.	No.	Intended for	Number of days required
Per Diem	€50 per day for the duration of required stay plus 2 travel days.	LOC	10	<ul style="list-style-type: none"> • 1 TD • 1 DT (LOC appointee) • 1 WPF Referee Delegate • 1 WPF SEMI Commission • 1 WPF Chief Classifier • 2 WPF Classifiers • 2 WPF Referees • 1 Communications Manager 	<ul style="list-style-type: none"> • Prep working days + comp. days + 2d travel • 1d before + comp. days + 2d travel • Prep working days + comp. days + 2d travel • Prep working days + comp. days + 2d travel • Prep + working days + comp. days + 2d travel • Prep + working days + comp. days + 2d travel • Prep working days + comp. days + 2d travel • Prep working days + comp. days + 2d travel
		World Abilitysport	2+	2 WPF Referees (<u>only if</u> 4 were appointed) Additional WPF invited classifiers.	1d before + comp. days + 2d travel Prep + working days + 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 World Abilitysport to the appointed persons will be done so via bank transfer only. The Per Diem has to be paid in Euros (or the equivalent in US Dollars 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
Wi-Fi/Internet Access	Wi-Fi/ Internet access	LOC	4	Access in area for Classifiers, World Abilitysport /WPF 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 & Broadcast.	Competition Days.	
Printer/ Photocopier/ Scanner	Available in appropriate rooms of venue.	LOC	3	World Abilitysport staff. 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. Strong Wi-Fi.	LOC	1	Classifiers	Competition days plus classification/ preparation days	Refreshments for classifiers must also be made available, incl water stations, hot drinks and snacks. Wi-Fi mandatory as Classification is done paperless and all online.
Chief Classifier Requirements	Printer with scanner. Strong Wi-Fi. Desk / Office space during classification days (1 table, 3 chairs).	LOC	1	Chief Classifier	1 day before classification days, classification days, all competition days.	Refreshments for Chief Classifier must also be made available, incl water stations, hot drinks and snacks.
Office Space/ Designated Area	Area for World Abilitysport staff. 1 table, 3 chairs, printer/scanner option	LOC	1 room/ area	World Abilitysport Staff/CEO/Media	Competition days plus preparation days.	Refreshments for staff must also be made available, incl water stations, hot drinks and snacks.
	Area and office space for Classification Team.	LOC	1 room / area	Chief Classifier and Classifiers	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 / Warm up 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 World Abilitysport. 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 World Abilitysport / 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. World Abilitysport must be notified of all entries and changes. After the end of the competition, WPF must receive a list (pref. Excel format) with all <u>accredited</u> persons (athletes, coaches, medicals, staff, etc.) no later than 3 days after the competition.					
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 / TV screens at competition venue and hotel. A sufficient number of TV monitors (min. 4) are preferred for results and competition progress.					