



**ParAthletics**  
**2019**



## **Team Leaders Manual**

ParAthletics – Nottwil 2019 World Para Athletics Grand Prix

Switzerland

24 – 26 May 2019

**Wheelchair Sport Switzerland**  
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## Glossary

DJM	Daniela Jutzeler Memorial
GZI	Guido A Zäch Institute
LOC	Local Organising Committee
SN	Swiss Nationals
SBB	Schweizerische Bundesbahnen > Swiss Railways
SPC	Swiss Paraplegics Centre
TD	Technical Delegate
TIC	Technical Information Centre

## 1 Local Organising Committee

LOC President	Samuel Lanz
LOC Vice President	Roger Getzmann
Finances	Ueli Grädel
Infrastructure and Construction	René Künzli
Sponsoring	Maria-Luisa Gränicher
Marketing	Fabiola Aebi
Media/Press/Communication	Evelyn Schmid
Competition	Andreas Heiniger
Administration (Accommodation, Board, Transports, Sustainability) / Competition Secretary	Linda Wiprächtiger
Framework programme	Franziska Lanz
Volunteers	Heidi Flückiger

## 2 Information about Host Country and City

Location	Nottwil, Switzerland
Population	3400 people
Climate	<a href="#">Climate of Switzerland</a>
Language	Swiss German
Religion	Roman Catholic
Capital	Berne
Local Time	Central European (Summer) Time
Electricity	230 Volt
Driving	<a href="#">Driving in Switzerland on a foreign licence</a>
International Calls (Country Code)	0041
Currency	CHF

## 3 General Programme

Date	Time	Event	Location
20 May 22 May 23 May	All Day	Arrivals	Zurich → Nottwil
22 May 23 May	10.00 – 12.00 AM 01.30 – 03.30 PM	Accreditation	Swiss Paraplegics Centre, Nottwil, next to the reception on the right side
21 – 23 May	08.00 AM – 06.00 PM	Classification	Hotel Sempachersee
23 May	04.00 PM	Technical Meeting	Swiss Paraplegics Centre – Auditorium Room ('Aula')
24 – 26 May	All Day	Competition	Sport Arena Nottwil
27 May	All Day	Departures Transfers	Nottwil → Zurich Nottwil → Arbon

## 4 Travel to Nottwil

### 4.1 Arrival by Car

The A2 motorway (Basel /Lucerne) passes close by and from the Sursee exit (20) onwards both SPC and GZI are well signposted.

[www.map.search.ch](http://www.map.search.ch)

#### Address

Swiss Paraplegic Centre  
Guido A. Zäch Strasse 1  
CH-6207 Nottwil

#### Parking

Parking (subject to a fee) is available in the car park next to the competition area ([see situation map](#)).

### 4.2 Arrival by Rail or Bus

The Nottwil SBB railway station, which is 700 m from the SPC, has wheelchair access. There is a bus stop right in front of the main entrance to the SPC. It is on the Sursee - Nottwil - Buttisholz - Ruswil - Wolhusen line. The buses have wheelchair access and run every hour. You can obtain public transport timetables and an info sheet about special services offered by SBB from Information.

[Timetable SBB](#)

### 4.3 Official Airport

The official airport is Zurich (ZRH) where the LOC will provide transportation to the official hotels. Zurich Airport is located 90 km from Nottwil.

### 4.4 Flight information

In order for the LOC to arrange the airport transfers, your flight information will be required in advance. The LOC will need accurate information about each person, including; number of persons, name/family name, number of wheelchair users, type of wheelchair (manual or electric), flight number, arrival time, and quantity of luggage as demanded by the transport manager.

The LOC cannot provide any transportation for athletes/staff person that do not provide their flight information on time.

### 4.5 Entry Visas

Please check with your local Embassy or High Commission to see what the Visa requirements and costs are for entering Switzerland from your country. Please read the Visa Information for Foreigners for applying a Swiss visa. Please make your visa application in person and **at least two months before traveling to Switzerland** to avoid any difficulties.

For detailed information, please visit the website of the [Swiss Ministry of Foreign Affairs](#):

- [Do I require a visa for Switzerland?](#)
- [Where and how to apply for a visa for Switzerland?](#)

Do you need a **confirmation of participation letter** for your visa application? Please send your request to [rss@spv.ch](mailto:rss@spv.ch) and indicate the following information:

- Name, first name
- Athlete or staff person
- Nationality
- Date of birth
- Passport no.
- Expiry date of passport
- Arrival date
- Departure date

**Travel insurance required:** The competent authorities require persons visiting Switzerland to have travel insurance that covers the costs of emergency rescue, repatriation for medical reasons, or emergency medical assistance, as well as emergency hospital care in case of accident or sudden illness during the stay.

## 4.6 Insurance

All athletes will be required to obtain personal health, accident and liability insurances. The Local Organising Committee excludes any liability and assumes no responsibility for loss or theft of materials or personal belongings during the entire official period from arrival to departure.

# 5 Registration

**Registration is closed.**

All athletes wishing to participate in the Grand Prix must also be entered via the IPC Online Entry System by their NPC/NF. All athletes must therefore ensure they are **registered here at the LOC and in the IPC Online Entry System (EBS)** from their National Paralympic Committee (NPC) in order to be eligible to compete (in their preferred disciplines).

## 5.1 Entry Fee

The Entry Fee of CHF 140.– for the ParAthletics – Nottwil 2019 World Para Athletics Grand Prix includes 5 meals (see 7.3).

## 5.2 Accepted Payment Methods

Payment is possible by PayPal to [rss@spv.ch](mailto:rss@spv.ch) or bank transfer. These are the account details:

Beneficiary: Schweizer Paraplegiker-Vereinigung, CH-6207 Nottwil  
Bank name: Luzerner Kantonalbank  
Bank address: Pilatusstrasse 12, Postfach, CH-6002 Luzern  
Bank account number: 1415.1092.2007  
BC-Number: 778  
SWIFT/BC: LUKBCH2260A  
IBAN: CH11 0077 8141 5109 2200 7

REGISTRATION IS COMPLETE ONLY AFTER PAYMENT IN FULL HAS BEEN RECEIVED BY WHEELCHAIR SPORTS SWITZERLAND.

## 5.3 Licence

Foreign competitors must possess a valid IPC licence. Swiss wheelchair competitors must additionally possess a valid RSS licence.

## 6 Accreditation

The accreditation will take place at the main entrance of the Swiss Paraplegic Centre, Nottwil, next to the reception on the right side.

### **Wednesday 22 May 2019**

10.00 – 12.00 AM and 1.30 – 3.30 PM

### **Thursday 23 May 2019**

10.00 – 12.00 AM and 1.30 – 3.30 PM

## 7 Accommodation

All athletes and escorts are responsible for the booking of their rooms. Room allocation will take place on receipt of registration at the hotel. The number of rooms is limited. After the entry deadline any rooms still available will be released by the hotel.

### 7.1 Official Hotels

#### **Hotel Sempachersee (including GZI)**

Kantonsstrasse 46  
6207 Nottwil

[www.dasseminarhotel.ch](http://www.dasseminarhotel.ch)

The hotel is located 300m from the competition area.



### **Campus Sursee**

Seminarzentrum

6210 Sursee

[www.campus-sursee.ch](http://www.campus-sursee.ch)

The hotel is located 6 km from the competition area.

## **7.2 Accepted Payment Methods**

### **Hotel Sempachersee Nottwil**

- Credit card (Union Payment is not accepted)
- EC Maestro
- Cash by arrival in CHF or EUR

### **Campus Sursee**

- Credit card
- Bank transfer in advance (Campus Sursee will provide a pro-forma invoice)
- Cash by arrival in CHF or EUR

## **7.3 Meals**

Breakfast will be provided at the hotel. For more information about breakfast times please contact the hotel directly.

### **7.3.1 Athletes**

Athletes will need a voucher to get their meals. All 5 meal vouchers are included to the start numbers. The meals will be provided at the sports hall in the Swiss Paraplegics Centre and will be served according to the following times:

	Lunch	Dinner
Friday 24 May 2019	11.30 AM – 2.00 PM	5.30 – 7.30 PM
Saturday 25 May 2019	11.30 AM – 2.00 PM	5.30 – 7.30 PM
Sunday 26 May 2019	11.30 AM – 2.00 PM	

### **7.3.2 Escorts**

There are food facilities at the competition area for escorts.

### **7.3.3 Additional meal vouchers**

You can buy additional meal vouchers at the accreditation desk. Only payments in cash (CHF) accepted.

### **7.3.4 Opening times restaurant SPC**

On working days: 6.30 AM – 10.15 PM

On weekends and on holidays: 8.00 AM – 10.15 PM

Warm meals: 11.30 AM – 1.45 PM and 5.30 PM – 8.00 PM

## 8 Transport

### 8.1 Official Transportation Days / Shuttle Services

Transport is only provided to the official hotels (see 7.1). Transport Zurich Airport – accommodation/accommodation – Zurich Airport is provided on the following days:

<b>Arrival Days:</b> (CHF 55.00 per Person)	Monday 20 May 2019 (to Nottwil) Wednesday 22 May 2019 (to Nottwil) Thursday 23 May 2019 (to Nottwil) Monday 27 May 2019 (to Arbon) Tuesday 28 May 2019 (to Arbon) Wednesday 29 May 2019 (to Arbon)
<b>Departure Days:</b> (CHF 55.00 per Person)	Monday 27 May 2019 (from Nottwil) Monday 3 June 2019 (from Arbon)
<b>Transfer from Nottwil to Arbon:</b> (CHF 65.00 per Person)	Monday 27 May 2019
<b>*Shuttle Campus Sursee:</b> (free shuttle service)	Tuesday to Sunday, 21 May to 26 May 2019

\*Shuttle service from the official accommodations to the competition area and back to the official accommodations.

### 8.2 Arrival Information

- The LOC will provide ground transportation from Zurich Airport to the official Hotels in Nottwil. If delegations wish to stay outside the official Hotels, they shall organise their own transportation between the competition area in Nottwil and its hotels.
- Requests for transportation on non-official days can be sent to [rss@spv.ch](mailto:rss@spv.ch).
- To provide a good transportation service the LOC will need accurate information about each person, including; number of persons, name/family name, number of wheelchair users, type of wheelchair (manual or electric), flight number, arrival time, and quantity of luggage.

### 8.3 Departures

- All persons who booked a departure transportation will be requested to confirm the departure information at the accreditation.
- Requests for transportation from Nottwil to Zurich Airport on non-official departure days can be sent to [rss@spv.ch](mailto:rss@spv.ch).
- Unless special arrangements have been requested with the hotel, check-out time from the accommodations is 10.00 AM (Hotel Sempachersee as well as Campus Sursee). Team members must settle any outstanding costs (telephone, laundry, minibar, etc.) with the accommodation front desk prior to departure.

## 8.4 Transportation Schedule and Information

Everyone who booked a transport will get an e-mail with his transportation information. Furthermore, the arrival and the departure transportation schedule as well as the shuttle transportation schedule between Campus Sursee and Nottwil will be published on [www.wheelchairsporevents.ch](http://www.wheelchairsporevents.ch). All schedules will also be placed on the information boards at the official Hotels, the SPC and the TIC.

During the accreditation and competition days the transport manager will be assisting for questions about transports. You will find her at the Transportation Desk (at TIC).

## 8.5 Extra Transportation

Requests for transportation on non-official transportation days (arrival and departure) can be sent to [rss@spv.ch](mailto:rss@spv.ch). Only the official Hotels (Hotel Sempachersee Nottwil and Campus Sursee) are being served. Please indicate your complete name, contact data, flight information and baggage information. Drivers will not accept to transport individuals who are not registered.

## 9 Technical Information Centre – TIC

You will find the TIC next to the tower in the stadium. It will be open as follows:

### **Friday 24 May 2019**

8.30 AM – 12.15 PM and 1.15 – 7.00 PM

### **Saturday 25 May 2019**

8.30 AM – 12.15 PM and 1.00 – 7.00 PM

### **Sunday 26 May 2019**

8.30 AM – 12.45 PM and 1.45 – 5.45 PM

## 10 Venue and Equipment

### 10.1 Training and Warm-Up Venues

The track and field facilities can be used if they are freely available. No fixed reservations can be made. We ask for mutual respect. LOC don't provide any fitness and conference rooms.

### 10.2 Equipment Storage

During the training and competition period, all competition equipment as Personal Equipment, Throwing frames & Racing Wheelchairs can be stored at the Stadium. The storage facility is above the track in the military hospital bunker.

No wheelchairs in the sports hall and in the hotel!

Storage Rooms have been allocated to teams for storage of throwing frames and racing wheelchairs (20 – 28 May). **At the accreditation, each nation got 1 key to have access to the storage room (against Deposit of CHF 20.–).**

#### **Return of the badge**

To get your deposit back please return the badge on Sunday 26 May 2019 at the TIC.

Storage rooms will be made available at the Hotel Sempachersee and the Campus Sursee the day before leaving Nottwil.

### **10.3 Technical Race Service**

On all three days of the competition (24 – 26 May), [Orthotec](#) (orthopedic technology) will be represented in the Sport Arena by a mechanic (for wheelchair athletes) and an orthopedic technician (for ambulant athletes).

## **11 Competition Procedures**

### **11.1 Rules and Regulations**

Technical aspects of the meeting as well as classifications are subject to the rules of the IPC/WPA. The event is sanctioned by IPC/WPA.

[World Para Athletics Classification Rules and Regulations](#)

### **11.2 Technical Meeting**

The Technical Meeting will take place on **Thursday 23 May 2019 at 4.00 PM** at the Swiss Paraplegics Centre, Auditorium Room ('Aula'). The World Para Athletics Technical Delegates will preside over the meeting, which will be conducted in English.

#### **Written Questions**

All questions and proposals concerning the procedures of the athletics competition, which will be dealt with during the Technical Meeting, must be made in English on the 'Questions for the Technical Meeting' form. This form can be collected at the accreditation desk. The form must be submitted to the accreditation desk **no later than Wednesday 22 May 2019 at 3.30 PM**. No questions will be accepted during the Technical Meeting. A summary of all submitted questions and answers will be distributed during the Technical Meeting.

### **11.3 Competition Schedule**

The competition schedule will be published on [www.wheelchairssportevents.ch](http://www.wheelchairssportevents.ch).

## 11.4 Disciplines

### *Minimum 1 discipline*

(RR1, RR2, RR3 RaceRunning: start opportunity for 100 m)

100 m  
200 m  
400 m  
800 m  
1500 m  
5000 m  
10'000 m (T51/T52)  
Mixed Relay 4x100 m  
Triple jump  
High jump  
Long jump  
Discus  
Club (F31/F32/F51)  
Shot put  
Javelin

Events that have too few (less than three) entries, must not take place. Should an event be cancelled, the athletes concerned will be informed by the organisers, after the entry is closed.

## 11.5 Athletes' Bibs

All athletes will receive two bibs. The bibs (and the necessary safety pins) will be distributed at the accreditation. Bibs must be worn in accordance with World Para Athletics Rules. Failure to comply with the Rules may result in a disqualification and/or sanction.

- Every athlete shall be provided with two bibs, which during the competition, shall be worn visibly on the breast and back, except in the Jumping Events, where one bib may be worn on the breast or back only. If numbers are used, they shall correspond with the number allocated to the athlete on the start list or in the programme. If track suits are worn during the competition, bibs shall be worn on the track suit in a similar manner.
- Note: One of the bibs shall be visibly displayed on the back of the racing chair, throwing frame and on the lateral side of the RaceRunning Frame.
- These bibs must be worn as issued and may not be cut, folded or obscured in any way. In long distance events, the bibs may be perforated to assist the circulation of air, but the perforation must not be made on any of the lettering or numerals that appear on them.
- Where Photo Finish System is in operation, the LOC may require athletes to wear additional number identification of an adhesive type on the side of their shorts.
- Note: For athletes competing in all individual and team track and road wheelchair races, these additional number identifications shall be worn on the helmet.

The same bibs are to be used by the athletes, regardless of the number of events in which they compete. Bibs cannot be reprinted.

## 11.6 Personal Belongings

Athletes will only be permitted to take a backpack or similar sized bag with them onto the Field of Play.

A strict inspection will be made for illegal and prohibited items, which athletes may have in their possession. Electronic devices (e.g. radios, tablets, mobile phones, cameras, etc.) shall not be permitted. Any items that do not conform to the World Para Athletics Technical and/or Advertising Rules and Regulations will be confiscated. Confiscated items may be retrieved at the TIC after the event.

## 11.7 Call Room

The Call Room is located next to the track. All athletes, guide runners and assistants will use this Call Room.

In the Call Room, checks on athletes' numbers, clothing, footwear and bags will be carried out. See above information about items which are not permitted on the Field of Play. The same procedure will apply for assistants who enter the Field of Play with an athlete.

### Call Room Times

15 Min. before start Wheelchair Track

15 Min. before start Standing Track

20 Min. before start Field Events Sitting

35 Min. before start Field Events Standing

30 Min. before start Universal Relay

## 11.8 Timing and Measurement

Official timing and measurement will be provided by Perü Timing / ALGE.

## 11.9 Post Competition Procedures

Athletes will always leave the Field of Play via the Post Event Control where they will be able to recover and collect their clothing.

In the Mixed Zone, the media may conduct short interviews. Mixed Zone is located at the end of the Post Event Control.

## 11.10 Victory Ceremonies

There will be some ceremonies per day in the Sport Arena Nottwil. Please check the victory ceremony schedule on site. For those participating in the victory ceremonies please be at the tent next to the time keeping at least 10 minutes prior to the scheduled time. From there you will be guided to the victory ceremony area.

## 11.11 Technical Protests and Appeals

Protests and Appeals will be handled according to Chapter 4 of the World Para Athletics Rules and Regulations. Protests and appeals shall be handled by the TIC at the Stadium.

## 11.12 Results

Results will be published on [www.wheelchairsportevents.ch](http://www.wheelchairsportevents.ch). Follow the results live and download the App > 'Rollstuhlsport Schweiz'.

## 12 Classification

Classification for Athletes with a Physical Impairment (PI) will take place on **Tuesday 21 May, Wednesday 22 May and Thursday 23 May 2019**. Classification for Athletes with a Visual Impairment (VI) will take place on **Wednesday 22 May 2019**. All Athletes entering ParAthletics with a New (N) or Review (R) Sport Class Status will be required to undergo Classification upon arrival in Nottwil. If you require Classification, please ensure you arrive in Nottwil prior to the start of Classification.

For questions regarding the classification please liaise directly with World Para Athletics ([info@worldparaathletics.org](mailto:info@worldparaathletics.org)).

The Classification Schedules will be published on [www.wheelchairsportevents.ch](http://www.wheelchairsportevents.ch).

**All PI Classifications will take place at the Hotel Sempachersee, Nottwil.**  
**VI Classification will be held at the Swiss Paraplegic Center, Nottwil.**

All athletes listed on the Classification Evaluation Schedule must present to classification 30 minutes before the allocated time on classification schedule. Please read carefully what documents or material you have to bring with you for classification (see classification schedule).

## 13 Medical Services

### 13.1 Emergency Contact Numbers

#### During the competition

Medical service is provided at the competition area during competition.

#### Outside the competition

In all other cases, please contact the hotel reception.

### 13.2 Medical Insurance

Any costs incurred for any other medical care must be paid immediately in cash (CHF) by the patient or the team. All participating athletes are responsible for arranging their personal travel and accident insurance coverage.

## 14 Doping Control

Samples will be collected by official doping control officers both in and out of competition. The samples will be urine and/or blood and these can be collected anytime, anywhere. At the time of notification the officer will advise which type of sample (blood, urine or both) the athlete will be asked to provide. They will then chaperone the athlete to the Sample Collection Station where the sample(s) will be collected. The athlete will be required to show official identification before providing a sample, so please ensure that your athletes carry photo identification at all times.

## 15 Contact

### **World Para Athletics**

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### **LOC Administration**

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