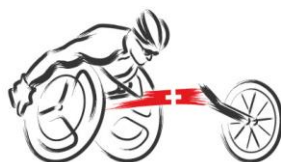


WELTKLASSE AM SEE
ARBON 2019



Team Leaders Manual

Weltklasse am See 2019 in Arbon

Switzerland

30 May 2019 Daniela Jutzeler Memorial

1/2 June 2019 46th Swiss Nationals

Contents

Contents	2
Glossary	4
1 Local Organising Committee	5
2 Information about Host Country and City	5
3 General Programme	5
4 Travel to Arbon.....	6
4.1 Situation map	6
4.2 Arrival by Car	6
4.3 Arrival by Rail or Bus.....	6
4.4 Official Airport	6
4.5 Flight information.....	6
4.6 Entry Visas	7
4.7 Insurance	7
5 Registration	7
5.1 Entry Fee.....	7
5.2 Accepted Payment Methods	8
5.3 Licence.....	8
6 Accreditation	8
7 Accommodation	8
7.1 Official Hotels	8
7.2 Meals.....	9
7.2.1 Athletes	9
7.2.2 Escorts	9
8 Transport.....	9
8.1 Official Transportation Days / Shuttle Services.....	9
8.2 Arrival Information	10
8.3 Departures.....	10
8.4 Transportation Schedule and Information.....	10
8.5 Extra Transportation	10
9 Information Centre.....	10
10 Venue and Equipment.....	11
10.1 Training and Warm-Up Venues	11
10.2 Equipment Storage.....	11
10.3 Technical Race Service.....	11
11 Competition Procedures	11
11.1 Rules and Regulations	11

11.2	Team Captains Meeting.....	11
11.3	Competition Schedule	12
11.4	Disciplines.....	12
11.5	Athletes’ Bibs.....	12
11.6	Personal Belongings	13
11.7	Call Room.....	13
11.8	Timing and Measurement	13
11.9	Victory Ceremonies	13
11.10	Technical Protests and Appeals.....	13
11.11	Results	14
12	Medical Services.....	14
12.1	Emergency Contact Numbers.....	14
12.2	Medical Insurance	14
13	Doping Control	14
14	Contact	14

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	Nick Sigg
LOC Vice President	Roman Fuchs
Finances	Anina Morf
Secretary	Angela Wenk
Sponsoring	Christoph Lehner
Marketing	Antonia Wenk
Catering	Regula and Ernst Walser
Infrastructure and Construction	Hans Gächter
Transportation	Linus Dörig
Accommodation	Lola Pierobon
Volunteers	Naemi Brühwiler and Bianca Petrassi
Competition STV Arbon	Marco Lehner
Wheelchair Sport Switzerland Competition	Andreas Heiniger
Wheelchair Sport Switzerland Administration	Linda Wiprächtiger

2 Information about Host Country and City

Location	Arbon, Switzerland
Population	14'300 people
Climate	Climate of Switzerland
Language	Swiss German
Religion	Roman Catholic
Capital	Berne
Local Time	Central European (Summer) Time
Electricity	230 Volt
Driving	Driving in Switzerland on a foreign licence
International Calls (Country Code)	0041
Currency	CHF

3 General Programme

Date	Time	Event	Location
27 May	All Day	Arrivals (incl. Transfers from Nottwil)	Zurich → Arbon
28 May			Nottwil → Arbon
29 May			
29 May	3.00 – 5.00 PM	Accreditation DJM+SN	Information desk at the 'Berufsschulhaus'
30 May	7.00 – 8.00 AM		
1 June	8.00 – 8.30 AM		
30 May	8.00 AM	Team Captains Meeting DJM	Meeting Point: Finish area
30 May	All Day	Competition DJM	Stacherholz
1 June	8.00 AM	Team Captains Meeting SN	Meeting Point: Finish area
1 + 2 June	All Day	Competition SN	Stacherholz
3 June	All Day	Departures	Arbon → Zurich

4 Travel to Arbon

4.1 Situation map

Here you will find the situation map of the [competition area Stacherholz, Arbon](#).

4.2 Arrival by Car

Coming from St Gallen and St Margrethen follow the autobahn (motorway). Take the exit signposted 'Arbon-Süd' for the town centre. From here the way to the parking lot is signalized. From southern Germany we recommend crossing with the car ferry from Friedrichshafen to Romanshorn. From here the main road leads directly into the centre of Arbon.

www.map.search.ch

Address

Sportplatz Stacherholz
Stacherholzstrasse 38
9320 Arbon

Participants and spectators who travel individually with their own car, are responsible themselves for the transport to the competition area. Charges apply for all parking lots – except on competition days.

4.3 Arrival by Rail or Bus

Arbon is on the direct train line from Zürich to Rorschach, as well as on the line from Schaffhausen to Chur. At the train station in Arbon take the bus in the direction of St. Gallen until Wildpark, then 3 minutes walking until the arena Stacherholz.

[Timetable SBB](#)

4.4 Official Airport

The official airport is Zurich (ZRH) where the LOC will provide transportation to the official hotels. Zurich Airport is located 95 km from Arbon.

4.5 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/escorts that do not provide their flight information on time.

4.6 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 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.

4.7 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.

5.1 Entry Fee

The Entry Fee of CHF 50.00 for the Daniela Jutzeler Memorial includes 1 lunch.
The Entry Fee of CHF 80.00 for the Swiss Nationals includes 2 lunches.

5.2 Accepted Payment Methods

Payment is possible by PayPal to 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

Athletes can pick up their start numbers for the Daniela Jutzeler Memorial and Swiss Nationals at the Information desk in the 'Berufsschulhaus' (see situation map Arbon no. 1 'accreditation').

Wednesday 29 May 2019

03.00 – 05.00 PM

Thursday 30 May 2019

07.00 – 08.00 AM

Saturday 1 June 2019

07.00 – 08.00 AM

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

You will find the list of the official hotels here: [Hotel list Arbon](#)

7.2 Meals

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

7.2.1 Athletes

Athletes will need a voucher to get their meals. All meal vouchers are included to the start numbers. The meals will be provided at the sports hall on the competition area and will be served according to the following times:

Thursday 30 May 2019	Lunch
Saturday 1 June 2019	Lunch
Sunday 2 June 2019	Lunch

7.2.2 Escorts

There are food facilities at the competition area for escorts ([see situation map no. 12](#)).

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:

Arrival Days:	Monday 27 May 2019
(CHF 55.00 per Person)	Tuesday 28 May 2019
	Wednesday 29 May 2019

Departure Days:	Monday 3 June 2019
(CHF 55.00 per Person)	

Transfer from Nottwil to Arbon:	Monday 27 May 2019
(CHF 65.00 per Person)	

*Shuttle Arbon:	Tuesday 28 May
(CHF 20.00 per Day and Person)	Wednesday 29 May
	Thursday 30 May
	Saturday 1 June
	Sunday 2 June 2019
	(no shuttles on Friday!)

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

8.2 Arrival Information

- The LOC will provide ground transportation from Zurich Airport to the official Hotels in Arbon. If delegations wish to stay outside the official Hotels, they shall organise their own transportation between the competition area in Arbon and its hotels.
- Requests for transportation on non-official days can be sent to 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 Arbon to Zurich Airport on non-official departure days can be sent to rss@spv.ch.
- Please ask your hotel for more information about the check-out time. 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 the hotels and the competition area in Arbon will be published on www.wheelchairsporevents.ch.

During the accreditation and competition days the transport manager will be assisting for questions about transports. You will find him at the Information Desk at the 'Berufsschulhaus'.

8.5 Extra Transportation

Requests for transportation on non-official transportation days (arrival and departure) can be sent to rss@spv.ch. Only the official Hotels 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 Information Centre

There is an Information Centre at the 'Berufsschulhaus' ([see situation map no. 1](#)). It will be open during the competition.

10 Venue and Equipment

10.1 Training and Warm-Up Venues

The sport area Stacherholz can be used from Tuesday 28 May to Wednesday 29 May and Friday 31 May 2019. **The track is booked from 9.00 AM – 5.00 PM for trainings.** No private/personal reservations can be made. We ask for mutual respect. (Attention: no shuttle service on Friday 31 May!)

LOC don't provide any fitness and conference rooms.

10.2 Equipment Storage

From Monday 27 May to Wednesday 29 May the depot for racing wheelchairs will be at the SanHist Stacherholz. Thursday 30 May to Sunday 2 June the racing wheelchairs can be placed at the new sports hall Stacherholz ([see situation map no. 13+14](#)). On non-competition days the store room is open from 9.00 AM to 5.15 PM.

The organizers exclude any liability and assume no responsibility for loss or theft of wheelchairs.

10.3 Technical Race Service

There is no race service in Arbon.

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 Team Captains Meeting

The Technical Meeting will take place at the finish area.

DJM

Thursday 30 May 2019

08.00 AM

SN

Saturday 1 June 2019

08.00 AM

The World Para Athletics Technical Delegates will preside over the meeting, which will be conducted in English.

11.3 Competition Schedule

The competition schedule will be published on www.wheelchairsportevents.ch.

11.4 Disciplines

ATTENTION: This competition is only open for the categories T33, T34, T51–T54, RR1–RR3!
There are no throwing and jump competitions in Arbon.

Daniela Jutzeler Memorial, 30 May 2019

Maximum 3 disciplines

100 m (T33, T34, T51-T54, RR1, RR2, RR3)
200 m (T33, T34, T51-T54)
400 m (T33, T34, T51-T54)
800 m (T33, T34, T51-T54)
1500 m (T33, T34, T51-T54)
5000 m (T33, T34, T51-T54)

Swiss Nationals, 1/2 June 2019

100 m (T33, T34, T51-T54, RR1, RR2, RR3)
200 m (T33, T34, T51-T54)
400 m (T33, T34, T51-T54)
800 m (T33, T34, T51-T54)
1500 m (T33, T34, T51-T54)
5000 m (T33, T34, T51-T54)
10'000 m (T33, T34, T51-T54)

Events must not be carried out if they are of no interest to Swiss athletes and/or have too few (less than three) entries. Should an event be cancelled, the athletes concerned will be informed of same by the organisers, after the closing date for entries.

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 information desk at the 'Berufsschulhaus' after the event ([see situation map no. 1](#)).

11.7 Call Room

The Call Room is located next to the track. All athletes will use this Call Room.

In the Call Room, checks on athletes' numbers, clothing 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

11.8 Timing and Measurement

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

11.9 Victory Ceremonies

There will be some ceremonies per day in the Stacherholz arena Arbon. 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.

DJM:

No victory ceremonies at the DJM

Swiss Nationals:

Victory ceremonies at the Swiss Nationals only for Swiss athletes for each distance (T33/34; T51/52; T53/54)

11.10 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 given to the TD or track referee.

11.11 Results

Results will be published on www.wheelchairsportevents.ch. Follow the results live and download the App > 'Rollstuhlsport Schweiz'.

12 Medical Services

12.1 Emergency Contact Numbers

During the competition

Medical service is provided at the competition area during training and competition.

Outside the competition

In all other cases, please contact the hotel reception.

12.2 Medical Insurance

Any costs incurred for any other medical care must be paid by the patient or their National Paralympic Committee. All participating athletes are responsible for arranging their personal travel and accident insurance coverage.

13 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.

14 Contact

World Para Athletics

Phone: +49 228 2097 200

E-mail: info@worldparaathletics.org

LOC Wheelchair Sport Switzerland Administration

Linda Wiprächtiger

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