

Appendix 2

IWAS SITEVISIT CHECKLIST (LOC version)



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Please complete the below document to the best of your knowledge and submit as part of your Bid Stage 2 pack.

The information given below will allow organisers to check that the event complies with IWAS standards.

This document will be used as the basis by IWAS for the IWAS Feasibility Site Visit.

The Feasibility Site Visit should be attended by the appropriate personnel from the LOC to cover the requirements listed.

Relevant Documents: Ensure you have all Appendixes as listed

Sports Venues: Where possible a one-site venue for all sports is preferred

Language: The official language of the Games is English. In countries where English is not the first language, the organisation must have English speakers to facilitate communication.

General Rules of Competition: The organising committee is entitled to submit general rules for the event based on the “*General Rules for IWAS Official and Sanctioned Competition*” and these must accompany the formal invitation that is sent to the IWAS member nations.

You will need to include the details in the Stage 2 Bid Documentation.

NAME OF EVENT	
LOCAL ORGANISING COMMITTEE	
Name of LOC	
Site visit Lead Person	
Position	
EVENT/CHAMPIONSHIP/GAMES	
Nation:	
City:	
Nearest International Airport/s:	
Dates: (including arrival and departure day)	
Expected number of Nations/Countries	
Maximum number of entries	
Minimum number of entries	
What will the total entry fee be?	
What will the “per day” fees be?	
How will the Event be funded?	
Please ensure the Budget Framework (Appendix 3) is submitted with Bid Stage 2 documentation	

Who will arrange National flags & anthems?	
Will the Organising Committee publish a daily newsletter/updates?	
How will Ceremonies (Medal, Opening and Closing) be conducted i.e. duration, protocol	
How will accreditation of arriving teams be managed?	

TRANSPORTATION

Will transport of Participants and Delegates be provided from the airport to the accommodation and vice versa?	
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Will transportation of Participants and Delegates be arranged between the accommodation and the venue (s)?	
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What mode of local transport will be used (minibus, bus, cars, etc.):	
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OFFICIALS & VOLUNTEERS

Most Staff and Volunteers must be able to understand and communicate in English.

Classifiers Referee and other Technical positions	
Will Training Seminars be hosted?	
Proposed dates for training seminars	
Will recognisable clothing be provided for all International Delegates	
Will the LOC and volunteers be wearing recognisable clothing?	
How many national/local officials are available in each sport on the programme?	
How many volunteers do you plan to recruit	
Will volunteers receive training?	
Is it anticipated that each team will have volunteer allocation?	

MEETING FACILITIES

IWAS will co-ordinate and service these meetings.

Will the LOC be able to host:	
IWAS General Assembly (100 persons x 1 day)	
IWAS Executive Board meetings (20 persons max x 2 days)	
IWAS Wheelchair Fencing Sport assembly (if required)	
Name of venue/s:	
Website:	

ACCOMMODATION TEAM DELEGATIONS

Name of accommodation:	
Website:	
Maximum number of beds?	
Are single rooms available?	
Is the accommodation wheelchair accessible?	

What is the maximum number of persons that can be accommodated in one room	
Can each team have a section/floor to itself?	
Will 3 meals per day be arranged?	
What are the planned menus?	
Where will meals be served? (hotel/venue)	
Distance from Sport(s) Venue:	
What is the travelling time between the accommodation(s) and the sports hall(s)	
Is internet connection available? At what cost?	
Is security system present and clear?	
Are laundry facilities available?	
Are any recreational facilities available?	
What medical services will be available at the accommodation facilities (24 hrs./day)	

ACCOMMODATION – INTERNATIONAL DELEGATES

Name of accommodation:	
Website:	
Are single rooms available?	
How many accessible rooms are available?	
Are meeting rooms available (20 persons)?	
Distance from Sport Venue(s):	
Is security system present and clear?	

ACCOMMODATION - NON TEAM MEMBERS

Name of accommodation:	
Website:	
Comment	

SPORT NEEDS & VENUE/S

A sports specific checklist may have to be completed for all sports including a list of available equipment.

Venue Name:	
Address/Website:	
Is the venue wheelchair accessible?	
Is International certification for venues available?	
How many accessible toilets are available?	
Distance from the accommodation	
Dimensions of the hall:	
What is the roof height in relation to the playing surface?	
What is the floor/track type (e.g. wood)	
Is the playing surface of the practice venue the same as the competition venues?	
Is the floor completely flat?	
Number of spectator seats	
How many spectator spaces are wheelchair accessible?	
What "Competition Management system" will be	

used	
What visual (electric) scoreboard system will be available?	
What security systems will be in place?	
Is an accessible First Aid Room available?	
Will a physiotherapy room be available?	
What medical services will be available	
Is a Doping Control Room available with an accessible toilet?	
Can an equipment repair area be provided at the venue?	
Are all Changing Rooms single sex (one for men, one for women)?	
Are Changing Rooms available for the Competitors?	
Are Changing Rooms available for Officials?	
Is an Officials Room available (min 10 persons)?	
Is a VIP Room available (min 20 persons)?	
Is a Press Conference Room available?	
Is a Media Room available?	
What facilities will be available to the media?	
Can a Games Office with internet, printer and copy machine be arranged?	
To whom would internet connection/s be available?	
Is a cafeteria available?	
Classification – where will this take place per sport?	
Will volunteers be available for administration assistance to Classifiers?	

ORGANISING COMMITTEE MEMBERS BY NAME

Chair Person:	
Secretary:	
Finances:	
Accommodation and meals:	
Transportation:	
Sports venue(s) and equipment:	
Public Relations:	
Hospitality services:	
Medical services:	
Technical services:	
Ceremonies (opening, closing, and medals)	
Event photographer:	
Event videographer:	
Where will the LOC committee members be accommodated?	
Any other comments or information:	