



**ParAthletics**  
**2023**



# Team Leader Manual

## ParAthletics 2023

Nottwil 2023 World Para Athletics Grand Prix

Nottwil, Switzerland

25 to 27 May 2022

Version: 21 February 2023, subject to modification.

**Wheelchair Sport Switzerland**  
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[rss@spv.ch](mailto:rss@spv.ch)  
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## Contents

Contents .....	2
Glossary .....	4
1 Competitions .....	5
2 Local Organising Committee .....	5
3 Information about Host Country and City .....	5
4 General Programme (provisional) .....	6
5 Coronavirus: Situation Covid-19 .....	7
5.1 Entering Switzerland .....	7
5.2 Insurance .....	8
6 Travel to Nottwil .....	8
6.1 Arrival by Car .....	8
6.2 Arrival by Rail or Bus .....	8
6.3 Official Airport .....	8
6.4 Flight information .....	8
6.5 Entry Visas .....	8
7 Registration .....	10
7.1 Entry Fee .....	10
7.2 Accepted Payment Methods .....	10
7.3 Licence .....	10
8 Accreditation .....	10
9 Accommodation .....	11
9.1 Official Hotels .....	11
9.2 Accepted Payment Methods .....	11
10 Catering .....	11
11 Transport .....	12
11.1 Official Transportation Days / Shuttle Services .....	12
11.2 Arrival Information .....	12
11.3 Departures .....	13
11.4 Transportation Schedule and Information .....	13
11.5 Extra Transportation .....	13
12 Technical Information Center – TIC .....	13
13 Venue and Equipment .....	13
13.1 Training and Warm-Up Venues .....	13
13.2 Equipment Storage .....	13
13.3 Technical Race Service .....	14
14 Competition Procedures .....	14
14.1 Rules and Regulations .....	14

14.2	Technical Meeting .....	14
14.3	Competition Schedule .....	14
14.4	Disciplines.....	14
14.5	Athletes' Bibs.....	15
14.6	Personal Belongings .....	15
14.7	Call Room.....	16
14.8	Timing and Measurement .....	16
14.9	Post Competition Procedures.....	16
14.10	Victory Ceremonies .....	16
14.11	Technical Protests and Appeals.....	16
14.12	Results .....	16
14.13	Livestream .....	17
15	Classification.....	17
16	Medical Insurance .....	17
17	Doping Control .....	17
18	Contact .....	18

## Glossary

DJM	Daniela Jutzeler Memorial
FOPH	Federal Office of Public Health of Switzerland
GZI	Guido A Zäch Institute
LOC	Local Organising Committee
SN	Swiss Nationals
SBB	Schweizerische Bundesbahnen SBB (Swiss Railways)
SPC	Swiss Paraplegic Centre
TD	Technical Delegate
TIC	Technical Information Center

## 1 Competitions

The LOC of the ParAthletics 2023 in Nottwil will organize the competitions as follows:

**THU to SAT 25 to 27 May 2027 → ParAthletics – Nottwil 2023 World Para Athletics Grand Prix**

**The whole event runs under the name «ParAthletics 2023» and will also be called as «ParAthletics 2023» in the following chapters.**

## 2 Local Organising Committee

LOC President	Erwin Grossenbacher
LOC Vice President	Roger Getzmann
Finances	Stefanie Furrer
Infrastructure and Construction	René Künzli
Sponsoring	Marlis Hess
Marketing	Otto Schmid
Media/Press/Communication	Evelyn Schmid
Competition	Andreas Heiniger
Administration (Accommodation, Board, Transports, Sustainability) / Competition Secretary	Linda Wiprächtiger
Framework programme	Flavia Bossart
Volunteers	Rita Jeggli

## 3 Information about Host Country and City

Location	Nottwil, Switzerland
Population	3200 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

## 4 General Programme (provisional)

### Sunday 21 May

All Day	Arrivals	Zurich → Nottwil
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### Monday 22 May

All Day	Arrivals	Arbon → Nottwil
08.00 – 18.00	Classification	Hotel Sempachersee
tbd	Training	Sport Arena Nottwil
tbd	Implement Storage open	Sport Arena Nottwil
tbd	Implement Storage open	Sport Arena Nottwil

### Tuesday 23 May

All Day	Arrivals	Zurich → Nottwil
10.00 – 12.00	Accreditation	Aula at Swiss Paraplegic Center
08.00 – 18.00	Classification	Hotel Sempachersee
tbd	Training	Sport Arena Nottwil
tbd	Implement Storage open	Sport Arena Nottwil
13.30 – 15.30	Accreditation	Aula at Swiss Paraplegic Center
tbd	Implement Storage open	Sport Arena Nottwil

### Wednesday 24 May

tbd	Training	Sport Arena Nottwil
08.00 – 18.00	Classification	Hotel Sempachersee
tbd	Implement Storage open	Sport Arena Nottwil
10.00 – 12.00	Accreditation	Aula at Swiss Paraplegic Center
13.00 – 15.00	Accreditation	Aula at Swiss Paraplegic Center
tbd	Implement Storage open	Sport Arena Nottwil
16.00	Technical Meeting	Aula at Swiss Paraplegic Center

### Thursday 25 May

All Day	Competition	Sport Arena Nottwil
All Day	Media Office	Sport Arena Nottwil
07.00 – 18.00	Volunteers desk	Sport Arena Nottwil
tbd	Technical Information Centre	Sport Arena Nottwil
11.30 – 14.00	Lunch	Sports Hall
tbd	Technical Information Centre	Sport Arena Nottwil
17.30 – 19.30	Dinner	Sports Hall

### Friday 26 May

All Day	Competition	Sport Arena Nottwil
All Day	Media Office	Sport Arena Nottwil
07.00 – 18.00	Volunteers desk	Sport Arena Nottwil
tbd	Technical Information Centre	Sport Arena Nottwil
11.30 – 14.00	Lunch	Sports Hall
tbd	Technical Information Centre	Sport Arena Nottwil
17.30 – 19.30	Dinner	Sports Hall

### Saturday 27 May

All Day	Competition	Sport Arena Nottwil
All Day	Media Office	Sport Arena Nottwil
07.00 – 18.00	Volunteers desk	Sport Arena Nottwil
08.00 – 12.00	Technical Information Centre	Sport Arena Nottwil
11.30 – 14.00	Lunch	Sports Hall
13.30 – 18.00	Technical Information Centre	Sport Arena Nottwil

### Sunday 28 May

All Day	Departure	Nottwil → Zurich
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## 5 Coronavirus: Situation Covid-19

In Switzerland, all Corona protection measures were lifted as of 1 April 2022. The Sport Arena Nottwil is located on the premises of the Swiss Paraplegic Center (= hospital).

**We ask all participants not to move around in the hospital (Building A) if possible and not to take meals in the restaurant Centro. This is to respect the patients of the Swiss Paraplegic Center. Of course, it is possible to buy snacks in the kiosk of the restaurant Centro. However, we ask you to consume the snacks outside the building.**

All participants are required to follow the rules and guidelines of the Swiss Government, the local authorities of the Canton of Lucerne, WPA and the LOC in cooperation with the Swiss Paraplegic Centre at all time as a condition for participating in the competition. If the local authorities require it, each participant may have to deliver a responsible declaration before participating in the competition.

Should the event be cancelled with short notice by the country's authorities, due to a renewed pandemic wave, beyond the control of both World Para Athletics and the LOC, neither of them will be liable for any costs related to travelling or accommodation made by athletes/officials for this event. Each member must ensure that it is allowed to enter Switzerland in the current circumstances. It is strongly recommended that all participants book flight tickets with a cancellation insurance.

### 5.1 Entering Switzerland

It is still possible that the entry requirements for Switzerland will be adjusted. It is the responsibility of each participant to inform themselves about the applicable conditions. You will find all necessary information here: [Covid-19 Travel Regulation Map](#)

Furthermore, you have the possibility to do a Travelcheck. The Travelcheck allows you to check whether and under what conditions you can enter Switzerland. You will find it here: [Travelcheck](#)

On the following website you will also find information on the individual rules and requirements in the relevant sections: [Federal Office of Public Health FOPH – Coronavirus: Entering Switzerland](#)

## 5.2 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.

# 6 Travel to Nottwil

## 6.1 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](#)).

## 6.2 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](#)

## 6.3 Official Airport

The official airport is Zurich (ZRH) where the LOC will provide transportation to the official hotels (see chapter 8.1). Zurich Airport is located 90 km from Nottwil.

## 6.4 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 and 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.

## 6.5 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 can I 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.

## 7 Registration

### Registration deadline: 6 April 2023

Here you will find the registration link: [Register for ParAthletics 2023](#)

**ATTENTION:** All athletes wishing to participate in the Grand Prix in Nottwil must be entered via the IPC Online Entry System by their NPC/NF **and** via the LOC (see event website) in order to be eligible to compete (in their chosen events).

### 7.1 Entry Fee

#### ParAthletics Grand Prix in Nottwil, 25th to 27th May 2023

Entry fee including 5 meals: CHF 150.00

Regarding meals see [chapter 10](#).

### 7.2 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 has been received in full by Wheelchair Sports Switzerland.**

### 7.3 Licence

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

## 8 Accreditation

### Tuesday 23 May 2023

10.00 – 12.00 and 13.30 – 15.30

### Wednesday 24 May 2023

10.00 – 12.00 and 13.00 – 15.00

The accreditation will take place at room 'Aula' at the Swiss Paraplegic Center (tbc).

## 9 Accommodation

The Hotel Sempachersee in Nottwil and the Campus Sursee in Sursee are the official hotels for all athletes and officials during the ParAthletics 2023.

Athletes and accompanying persons are responsible themselves for booking their accommodation. A limited number of rooms has been reserved by the LOC at the two official hotels. After the entry deadline, any rooms still available will be released by the hotels. Transfers to and from the competition venue and to and from the airport (at an additional cost) are provided only to the two official hotels.

The hotels offer accommodation in single and double rooms.

### 9.1 Official Hotels

#### Hotel Sempachersee (including GZI)

Kantonsstrasse 46

CH-6207 Nottwil

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

Located 300m from the competition area.

Reservation via e-mail:

[info@hotelsempachersee.ch](mailto:info@hotelsempachersee.ch)

#### Campus Sursee

Seminarzentrum

CH-6210 Sursee

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

Located 6 km from the competition area.

Reservation via:

[Reservation form Campus Sursee](#)

### 9.2 Accepted Payment Methods

#### Hotel Sempachersee Nottwil

- Credit card (Union Payment is not accepted)
- EC Maestro

#### Campus Sursee

- Credit card
- Bank transfer in advance (Campus Sursee will provide a pro-forma invoice)

## 10 Catering

The catering in Nottwil runs as follows:

- Breakfast will be provided at the hotel. For more information about breakfast times please contact the hotel directly.
- On Non-Competition Days: Meals only at the official hotels. Please contact your hotel.
- On Competition Days: Meals will be held at the Venue at the Swiss Paraplegic Centre in Nottwil.
- **Athletes** will need a voucher to get their meals. All 5 meal vouchers are included to the start numbers (in entry fee included).
- **Accompanying Persons** have the possibility to buy meal vouchers in advance for CHF 12.00 per meal or on site.
- Only persons with meal vouchers will have access to the sports hall where the catering is held.
- You will get the meal vouchers at the accreditation or at the TIC.

The meals will be served according to the following times:

<b>Provisional times</b>	<b>Lunch</b>	<b>Dinner</b>
Thursday 25 May 2023	11.30 – 14.00	17.00 – 19.00
Friday 26 May 2023	11.30 – 14.00	17.00 – 19.00
Saturday 27 May 2023	11.30 – 14.00	Dinner at the hotel

The meal vouchers can be paid

- by PayPal to [rss@spv.ch](mailto:rss@spv.ch)
- by bank transfer (see chapter 6.2)
- in cash (CHF) at the accreditation

**We ask all participants not to move around in the hospital (Building A) if possible and not to take meals in the restaurant Centro. This is to respect the patients of the Swiss Paraplegic Center. Of course, it is possible to buy snacks in the kiosk of the restaurant Centro. However, we ask you to consume the snacks outside the building.**

## 11 Transport

### 11.1 Official Transportation Days / Shuttle Services

Transport is only provided to the official hotels (see chapter 8.1). Transport Zurich Airport – accommodation/accommodation – Zurich Airport is provided on the following days:

<b>Arrival Days:</b> (CHF 60.00 per Person)	Sunday 21 May 2023 Tuesday 23 May 2023
<b>Transfer from Arbon</b> (CHF 70.00 per Person)	Monday 22 May 2023
<b>Departure Day:</b> (CHF 60.00 per Person)	Sunday 28 May 2023
<b>*Shuttle Campus Sursee:</b> (free shuttle service)	Monday to Saturday 22 to 27 May 2023

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

### 11.2 Arrival Information

- The LOC will provide ground transportation from Zurich Airport to the official Hotels in Nottwil and Sursee.
- 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.

### 11.3 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.

### 11.4 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.

### 11.5 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.

## 12 Technical Information Center – TIC

You will find the TIC in the Sport Arena. It will be open from Thursday to Saturday, 25 to 27 May 2023. Please check the opening times on the website [www.wheelchairsporevents.ch](http://www.wheelchairsporevents.ch).

## 13 Venue and Equipment

### 13.1 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 do not provide any fitness and conference rooms.

### 13.2 Equipment Storage

During the training and competition period, all competition equipment as Personal Equipment, Throwing frames & Racing Wheelchairs can be stored at the Stadium in Nottwil. 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 (22 to 28 May). **At the accreditation, each nation gets 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 until Saturday 28 May 2023 at the TIC the latest.

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

## **13.3 Technical Race Service**

On all four days of competition (25 to 27 May), [Orthotec](#) (orthopedic technology) will be represented in the Sport Arena by a mechanic (for wheelchair athletes) and an orthopedic technician (for ambulant athletes).

# **14 Competition Procedures**

## **14.1 Rules and Regulations**

Technical aspects of the meeting as well as classifications are subject to the rules of the WPA.

The event is sanctioned by WPA.

See [World Para Athletics General Rules and Regulations](#)

## **14.2 Technical Meeting**

The Technical Meeting will be held (physically) on **Wednesday 24 May 2023 at 16.00 at room 'Aula' at the Swiss Paraplegic Center**. 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 downloaded on [www.wheelchairsportevents.ch](http://www.wheelchairsportevents.ch). The form must be submitted by e-mail to [rss@spv.ch](mailto:rss@spv.ch) **no later than Tuesday 23 May 2023 at 16.00**. No questions will be accepted during the Technical Meeting. A summary of all submitted questions and answers will be published online on [www.wheelchairsportevents.ch](http://www.wheelchairsportevents.ch) shortly before the Technical Meeting.

## **14.3 Competition Schedule**

The competition schedule you will find on: [www.wheelchairsportevents.ch](http://www.wheelchairsportevents.ch)

## **14.4 Disciplines**

The Event Programme of the Nottwil 2023 World Para Athletics Grand Prix – ParAthletics is in the SDMS system of IPC only.

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.

## 14.5 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 and/or on his competition equipment (i.e. racing chairs, RaceRunning frames and throwing frames), as set out the table below. Either the athletes' names or other suitable identification will be allowed instead of numbers on any or all of the bibs. **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.

Bib allocation table:

	Track Events	Jumping Events	Field Events
<b>Ambulant Athletes</b>	1 bib on back <u>and</u> 1 bib on breast	1 bib on breast <u>or</u> back	1 bib on back <u>and</u> 1 bib on breast
<b>Wheelchair Racing</b>	1 bib on back of the racing chair Optional: <u>and</u> 1 bib on the athlete's helmet		
<b>Seated Throws</b>			1 bib on back of throwing chair <u>and</u> 1 bib on breast
<b>Frame Running</b>	1 bib on back of athlete Optional: <u>and</u> 1 bib on the athlete's helmet <u>or</u> on the side of frame		

*Note LOC: We prefer the athletes in Jumping Events to wear their bibs on the breast.*

- One of the bibs shall be visibly displayed on the back of the racing chair and the throwing frame and on the side of the RaceRunning Frame in accordance with the bib allocation table above.
- Athletes must not wear any bibs on their leg instead of on their breast or back.
- 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 a 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 or lower body as determined by Call Room or other Technical Officials.**

For athletes competing in all individual and team track and road wheelchair and Frame Running races, these additional number identifications shall be worn on the helmet.

- No athlete shall be allowed to take part in any competition without displaying the appropriate bib(s) and/or identification.

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

## 14.6 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.

## **14.7 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 (*provisional*)**

Track events	15 Min.
Seated Throws	20 Min.
Ambulant Throws	35 Min.
Jump Events	35 Min.
Universal Relay	30 Min.

## **14.8 Timing and Measurement**

Official timing and measurement will be provided by [perü timing](#)/ALGE.

## **14.9 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.

## **14.10 Victory Ceremonies**

There will be no official award ceremonies.

## **14.11 Technical Protests and Appeals**

Protests and Appeals will be handled according to chapter 9 of the [World Para Athletics Rules and Regulations](#). Protests and appeals shall be handled by the TIC at the Stadium.

## **14.12 Results**

Results will be published on: [www.wheelchairssportevents.ch](http://www.wheelchairssportevents.ch)  
Follow the results live and [click on this link](#).



### 14.13 Livestream

The Nottwil 2022 World Para Athletics Grand Prix – ParAthletics will be broadcasted live. Please check the website [www.wheelchairstevents.ch](http://www.wheelchairstevents.ch) for the Livestream link.

## 15 Classification

Classification for Athletes with a Physical Impairment (PI) will take place on **Monday 22 May, Tuesday 23 May and Wednesday 24 May 2023**. 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.

The Classification Schedules are published on: [www.wheelchairstevents.ch](http://www.wheelchairstevents.ch)

**All PI Classifications will take place at the Hotel Sempachersee, Nottwil.**

All questions regarding classification and the classification schedule please refer to Natasja ter Veer – WPA Classification Co-ordinator ([Natasja.terveer@paralympic.org](mailto:Natasja.terveer@paralympic.org)).

## 16 Medical Insurance

### 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.

## 17 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.

## 18 Contact

### World Para Athletics

Phone: +49 228 2097 200

E-mail: [info@worldparaathletics.org](mailto:info@worldparaathletics.org)

### LOC Administration

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### LOC President

Erwin Grossenbacher

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### LOC Media Contact

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### LOC Transports

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### LOC Sponsoring

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