



# Team Leaders Manual

Weltklasse am See 2021

Arbon, Switzerland

21 to 22 May 2021 – Swiss Nationals

24 May 2021 – Daniela Jutzeler Memorial

Version: 17 May 2021, subject to modification.

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## Contents

Glossary .....	3
1 Local Organising Committee .....	4
2 Information about Host Country and City .....	4
3 General Programme .....	4
4 Coronavirus: Situation concerned Covid-19.....	5
4.1 Entering Switzerland .....	6
4.2 FOPH list of risk countries .....	6
4.3 Covid-19 Protection Concept .....	6
4.4 Insurance .....	6
5 Travel to Arbon.....	6
5.1 Situation map .....	6
5.2 Arrival by Car .....	6
5.3 Arrival by Rail or Bus.....	7
5.4 Official Airport .....	7
5.5 Flight information.....	7
5.6 Entry Visas .....	7
6 Registration .....	8
6.1 Entry Fee.....	8
6.2 Accepted Payment Methods .....	8
6.3 Licence.....	8
7 Accreditation / Start numbers.....	8
8 Accommodation .....	9
8.1 Hotel booking .....	9
8.2 Meals .....	9
8.2.1 Athletes .....	9
8.2.2 Accompanying persons .....	9
9 Transport.....	10
9.1 Official Transportation Days / Shuttle Services.....	10
9.2 Arrival Information .....	10
9.3 Departures.....	10
9.4 Transportation Schedule and Information.....	11
9.5 Extra Transportation .....	11
10 Information Desk.....	11
11 Venue and Equipment.....	11
11.1 Training and Warm-Up Venues .....	11
11.2 Equipment Storage.....	11

11.3	Technical Race Service.....	12
12	Competition Procedures .....	12
12.1	Rules and Regulations .....	12
12.2	Team Captains Meeting.....	12
12.3	Competition Schedule .....	12
12.4	Disciplines.....	12
12.5	Athletes' Bibs.....	12
12.6	Personal Belongings .....	13
12.7	Call Room.....	13
12.8	Timing and Measurement .....	13
12.9	Post Competition Procedures.....	13
12.10	Victory Ceremonies .....	14
12.11	Technical Protests and Appeals.....	14
12.12	Results .....	14
13	Medical Services.....	14
13.1	Emergency Contact Numbers.....	14
13.2	Medical Insurance .....	14
14	Doping Control .....	14
15	Contact .....	15

## Glossary

DJM	Daniela Jutzeler Memorial
LOC	Local Organising Committee
SN	Swiss Nationals
SBB	Schweizerische Bundesbahnen SBB (Swiss Railways)
TD	Technical Delegate
TIC	Technical Information Centre

## 1 Local Organising Committee

LOC President	Nick Sigg
Finances	Anina Morf
Sponsoring, Marketing, Media, Accommodation	Peter Beeler
Infrastructure and Construction	Hans Gächter
Competition Wheelchair Sport Switzerland	Andreas Heiniger
Competition LOC Arbon	Marco Lehner
Administration LOC	Sandra Lehner
Administration Wheelchair Sport Switzerland	Linda Wiprächtiger
Catering	Marco Flühler, Michael Ackermann
Volunteers	Naemi Brühwiler

## 2 Information about Host Country and City

Location	Arbon, Switzerland
Population	14,600 people
Climate	<a href="#">Climate of Switzerland</a>
Language	Swiss German
Religion	Lutheran/Reformed and 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

### Monday 17 May

All Day	Arrival	Zurich → Arbon
All Day	Transfer	Nottwil → Arbon

### Tuesday 18 May

All Day	Arrivals	Zurich → Arbon
09.00 – 16.00	Training	Stacherholz Arbon

### Wednesday 19 May

All Day	Arrivals	Zurich → Arbon
09.00 – 16.00	Training	Stacherholz Arbon

### Thursday 20 May

09.00 – 16.00	Training	Stacherholz Arbon
09.00 – 12.00	Accreditation DJM+SN	Information desk at the 'Berufsschulhaus'
13.00 – 16.00	Accreditation DJM+SN	Information desk at the 'Berufsschulhaus'

**Friday 21 May**

All Day	Competition SN	Stacherholz Arbon
08.00 – 09.00	Accreditation DJM+SN	Information desk at the 'Berufsschulhaus'
09.30	Team Captains Meeting SN	Meeting Point: Finish area
08.00 – 18.00	Information desk	Information desk at the 'Berufsschulhaus'
07.00 – 18.00	Volunteers desk	Information desk at the 'Berufsschulhaus'
tbd	Lunch for Athletes & Staff	Sports hall
tbd	Lunch for Volunteers	Shorley Zelt

**Saturday 22 May**

All Day	Competition SN	Sport Arena Nottwil
08.00 – 09.00	Accreditation DJM+SN	Information desk at the 'Berufsschulhaus'
08.00 – 18.00	Information desk	Information desk at the 'Berufsschulhaus'
07.00 – 18.00	Volunteers desk	Information desk at the 'Berufsschulhaus'
tbd	Lunch for Athletes & Staff	Sports hall
tbd	Lunch for Volunteers	Shorley Zelt

**Sunday 23 May**

All Day	Departure	Arbon → Zurich
<b>No competition, no Training</b>		

**Monday 24 May**

All Day	Competition DJM	Stacherholz Arbon
08.00 – 08.30	Accreditation DJM+SN	Information desk at the 'Berufsschulhaus'
08.00 – 18.00	Information desk	Information desk at the 'Berufsschulhaus'
07.00 – 18.00	Volunteers desk	Information desk at the 'Berufsschulhaus'
tbd	Lunch for Athletes & Staff	Sports hall
tbd	Lunch for Volunteers	Shorley Zelt

**Tuesday 25 May**

All Day	Departure	Arbon → Zurich
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## 4 Coronavirus: Situation concerned Covid-19

Please be aware that the competition takes place during the current pandemic situation with Covid-19. The conditions for hosting the competition, as well as hygiene, sanitary and preventive measures will be those determined by the Swiss Government, the local authorities of the Canton of Thurgau, WPA and the LOC at all times. All participants are required to follow the rules and guidelines of the above-mentioned authorities 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 the Covid-19 situation, 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.

Covid-19 rules and regulations according to Federal Office of Public Health [FOPH of Switzerland](#).

## 4.1 Entering Switzerland

In response to the Covid-19 pandemic there are special rules for people entering Switzerland. Depending on the type of travel, you might have to fill out a form for incoming travellers, show proof of a negative test and/or go into quarantine.

You will find information on the individual rules and requirements in the relevant sections of this site: [Federal Office of Public Health FOPH – Coronavirus: Entering Switzerland](#)

General information on travel abroad is published here on the page: [Coronavirus: Travel](#)

## 4.2 FOPH list of risk countries

The list of countries and areas with an increased risk of infection is updated on a regular basis. Anyone arriving in Switzerland from one of these countries or areas must, among other things, go into quarantine.

Here you will find the [FOPH list of risk countries](#).

## 4.3 Covid-19 Protection Concept

The Covid-19 Protection Concept for the competitions in Arbon is published on: [www.wheelchairsportevents.ch](http://www.wheelchairsportevents.ch)

## 4.4 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.

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 Travel to Arbon

## 5.1 Situation map

Here you will find the situation map of the competition area Stacherholz, Arbon:

[Situation map during practise days, 18 to 20 May 2021](#)

[Situation map during competition days, 21 to 24 May 2021](#)

## 5.2 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](http://www.map.search.ch)

## Address

Sportplatz Stacherholz  
Stacherholzstrasse 38  
CH-9320 Arbon

Participants and spectators who travel individually with their own car, are responsible themselves for the transport to the competition area.

## Parking

Charges apply for all parking lots – except on competition days. Parking is available in the car park next to the competition area (see situation map no. 18).

## 5.3 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](#)

## 5.4 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.

## 5.5 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 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.

## 5.6 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 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.

## 6 Registration

To register please check the website: [www.wheelchairsportevents.ch](http://www.wheelchairsportevents.ch)

**Registration deadline: 30 March 2021**

### 6.1 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.

### 6.2 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.**

### 6.3 Licence

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

## 7 Accreditation / Start numbers

The accreditation will only be handed over to the participants if they provide the LOC a proof of a negative test result carried out in Arbon (Antigen rapid test «SARS-CoV-2 Rapid from Roche») as well as the signed annex of the corresponding group of persons (color, commitment form).

Persons will only be granted access to the protected event area on presentation of their accreditation (for more information see [Covid-19 Protection Concept Arbon](#)).



The start number must be collected in person at the at the Information desk at the 'Berufsschulhaus', Arbon (see situation map no. 2+3). The start numbers for the Daniela Jutzeler Memorial and the Swiss Nationals will be distributed on the following dates:

**Thursday 20 May 2021**

09.00 – 12.00 AM and 01.00 – 04.00 PM

**Friday 21 May 2021**

08.00 – 09.00 AM

**Saturday 22 May 2021**

08.00 – 09.00 AM

**Monday 24 May 2021**

08.00 – 08.30 AM

## 8 Accommodation

### 8.1 Hotel booking

According to cantonal requirements, the LOC must be able to provide information at any time about where the participants of 'Weltklasse am See 2021, Arbon' will stay overnight. Therefore, the process for hotel bookings has been adapted.

Now, all participants have to inform the LOC which category of accommodation they want to book. The LOC will forward the accommodation request to the hotel. The hotel will contact you directly. **Participants are NOT allowed to stay at any other hotel during the competition.**

To book a hotel please fill in the following form: [Hotel booking Arbon](#)

### 8.2 Meals

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

#### 8.2.1 Athletes

On Non-Competition Days: only at the official hotels, where the respective person are staying.

On Competition Days: Meals will be held at the Venue Stacherholz in Arbon. Athletes will need a voucher to get their meals. All meal vouchers are included to the start numbers. The opening times will be communicated soon.

#### 8.2.2 Accompanying persons

Accompanying persons have the possibility to buy meal vouchers (CHF 20.00 per meal) at the Information Desk and have lunch on competition days.

## 9 Transport

### 9.1 Official Transportation Days / Shuttle Services

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

<b>Arrival Days:</b> (CHF 55.00 per Person)	Monday 17 May 2021 (to Arbon) Tuesday 18 May 2021 (to Arbon) Wednesday 19 May 2021 (to Arbon)
<b>Departure Days:</b> (CHF 55.00 per Person)	Sunday 23 May 2021 (from Arbon) Tuesday 25 May 2021 (from Arbon)
<b>Transfer from Nottwil to Arbon:</b> (CHF 65.00 per Person)	Tuesday 17 May 2021
<b>*Competition Transport/ Shuttle Arbon:</b> (CHF 20.00 per day and person)	A shuttle service is provided from the official hotels to the competition area in Arbon and back to the official hotels on the following days: <ul style="list-style-type: none"> <li>▪ Tuesday 18 May 2021</li> <li>▪ Wednesday 19 May 2021</li> <li>▪ Thursday 20 May 2021</li> <li>▪ Friday 21 May 2021</li> <li>▪ Saturday 22 May 2021</li> <li>▪ Monday 24 May 2021</li> </ul>

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

### 9.2 Arrival Information

- The LOC will provide ground transportation from Zurich Airport to the official Hotels. 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](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.
- Regarding the current pandemic situation with Covid-19 please check the entry requirements for Switzerland (see chapter 4).
- Detailed information will be published in the protection concept as soon as confirmation is received from the Canton of Thurgau.

### 9.3 Departures

- All persons who booked a departure transportation will be requested to confirm the departure information at the accreditation.

- Requests for transportation from your hotel to Zurich Airport on non-official departure days can be sent to [rss@spv.ch](mailto: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.
- PCR Covid tests prior departure from Arbon will be available (at the cost of each individual). It is the responsibility of each participant to know what type of test they need for their travel destination. Detailed information will be published in the protection concept.

## 9.4 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 official hotels and the competition area in Arbon will be published on [www.wheelchairsportevents.ch](http://www.wheelchairsportevents.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'.

## 9.5 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 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.

# 10 Information Desk

You will find an information desk at the 'Berufsschulhaus' (see situation map no. 2). It will be open during the competitions.

# 11 Venue and Equipment

## 11.1 Training and Warm-Up Venues

The sport area Stacherholz can be used from Tuesday 18 May to Thursday 20 May 2021. **The track is booked from 9.00 AM – 4.00 PM for trainings.** No private/personal reservations can be made. LOC don't provide any fitness and conference rooms. We ask for mutual respect. (Attention: no shuttle service on Sunday 23 May!)

## 11.2 Equipment Storage

From Monday 17 May to Thursday 20 May all competition equipment as Personal Equipment or Racing Wheelchairs can be stored at the SanHist Stacherholz. Friday 21 May to Monday 24 May the racing wheelchairs can be also placed at the new sports hall Stacherholz (see situation map no. 16+17). On non-competition days the storage facility is open during training.

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

## 11.3 Technical Race Service

There is no race service in Arbon.

# 12 Competition Procedures

## 12.1 Rules and Regulations

Technical aspects of the meeting are subject to the rules of the WPA. The event is sanctioned by WPA.

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

## 12.2 Team Captains Meeting

The Team Captains Meeting will take place at the finish area.

### Swiss Nationals

Friday 21 May 2021

09.30

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

## 12.3 Competition Schedule

The competition schedule is published on [www.wheelchairstevents.ch](http://www.wheelchairstevents.ch).

## 12.4 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.

### Swiss Nationals, 21-22 May 2021

*Minimum 1 discipline*

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)

### Daniela Jutzeler Memorial, 24 May 2021

*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)

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.

## 12.5 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 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.
- 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.

## 12.6 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. 2).

## 12.7 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, 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.
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## 12.8 Timing and Measurement

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

## 12.9 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.

## 12.10 Victory Ceremonies

There will be no international award ceremonies. However, medals will be provided at the Swiss Championships for the top three Swiss finishers.

## 12.11 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 given to the TD or track referee.

## 12.12 Results

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

# 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**

Phone: +49 228 2097 200

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

### **LOC President**

Nick Sigg

E-mail: [a-nsigg@bluewin.ch](mailto:a-nsigg@bluewin.ch)

### **LOC Administration**

Linda Wiprächtiger

Phone: +41 41 939 54 13

E-mail: [rss@spv.ch](mailto:rss@spv.ch)

### **LOC Accommodation**

Peter Beeler

E-mail: [office@weltklasse-am-see.ch](mailto:office@weltklasse-am-see.ch)

### **LOC Media Contact**

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