

## APPENDIX 3

### Overview of Level 2 (World Cup) requirements

## 1 Sanctioning Process

- 1.1 World Cup applications must be completed in full and submitted to IPC Shooting Office at [ipcshooting@paralympic.org](mailto:ipcshooting@paralympic.org) no later than 30 MARCH the year prior to the commencement of the competition.
- 1.2 Applications submitted outside the given timelines or not completed in full may not be accepted.
- 1.3 The competition application must be endorsed by the relevant NPC (if the LOC is not the NPC).
- 1.4 Prior to any decision, if deemed necessary, a site visit may be conducted by IPC Shooting (on the LOC cost).
- 1.5 Priority for sanctioning will be given to Programme 1 competitions.
  - 1.5.1 A maximum of four (4) Programme 1 World Cups will be sanctioned per year (effective from 2017).
  - 1.5.2 If the maximum four (4) Programme 1 World Cups cannot be secured, IPC Shooting may, at its sole discretion, organise two (2) Programme 2 or 3 World Cups in the same year, in replacement of one (1) Programme 1 World Cup.
- 1.6 IPC Shooting will announce its decision to approve the competition officially in writing.
- 1.7 If the World Cup is approved, a 400 EUR sanctioning fee must be paid by the LOC to IPC (LOC will be invoiced accordingly).
- 1.8 All sanctioned World Cups will appear in the IPC Shooting Calendar.

## 2 General requirements

- 2.1 **Rules:** the competition will be held according to current ISSF and IPC Shooting Rules.
- 2.2 **Programme of events:**
  - 2.2.1 The programme of events can be (the events in the parenthesis ‘()’ are optional):
    - Programme 1: R1-R9 & P1-P5, (Falling targets)
    - Programme 2: R1-R5 & P1-P2 & P5, (Falling targets)
    - Programme 3: R6–R9 & P3-P4

- 2.2.2 **NOTE:** in case the World Cup with Paralympic Games Direct Quota Allocation, then the Programme of Events must be **Programme 1 only**
- 2.3 **Finals:** finals are required for all the events in all Programmes (except events R9 and P5).
- 2.4 **No. of days for classification, training & equipment control:** two (2) days are required prior to the competition days.
- 2.5 **Minimum days of competition days:**
- For Programme 1: Five (5) days
  - For Programme 2: Three (3) days
  - For Programme 3: Three (3) days
- 2.6 **Doping Control:** A Doping Control Agreement (DCA) will be signed between the LOC and IPC.

### 3 Entries

- 3.1 The IPC Online entry system will be used for this event for athlete entries; other entry forms (i.e. Team Official registration, Transport and Accommodation booking - if required) should be distributed to teams along with the Competition Information Package (IPC Shooting can send templates of these forms to the LOC).
- 3.2 All Athletes are required to be licensed by the Final Entry deadline.
- 3.3 The estimated number of participants for IPC Shooting World Cups are:

Full Programme	Part Programme (i.e. Air only)
Athletes: 100-180	Athletes: 80-120
Team Officials: 40-90	Team Officials: 30-60

- 3.4 The estimated number of wheelchair users for IPC Shooting World Cups are:
- Athletes = 50-60% of total number of athletes
  - Team officials = 2-3% of total number of team officials

### 3.5 Event viability

- 3.5.1 The minimum number of entries per event are:
- Individual events: four (4) athletes from four (4) NPCs;
  - Team events: teams from a minimum of three (3) NPCs.
- 3.5.2 If the minimum viability criteria is not met by the final entries deadline an event is not considered viable and will be cancelled.

### 3.6 Competition Information Package (CIP)

- 3.6.1 Competition Information Package (CIP) and entry forms should be sent to NPCs no later than 4 months prior to the competition start date. IPC Shooting will distribute the information package and forms to NPCs, and also publish the information on the website ([www.ipc-shooting.org/events](http://www.ipc-shooting.org/events)).
- 3.6.2 The CIP must include:
- Deadlines for entry applications
  - Financial matters including full costs (entries, accommodation, etc) and bank transfer details
  - Transportation details including to/from airport and hotel
  - Accommodation details/options
  - Weapons import and visa procedures
  - Preliminary competition schedule
- 3.6.3 A CIP template will be sent to the LOC by IPC Shooting. The CIP template should be completed by the LOC and sent to IPC Shooting for approval, along with draft competition schedule.

### 3.7 Fees

- 3.7.1 **Basic Entry Fee:** the Basic Entry Fee is to be set by the LOC (and approved by IPC Shooting).
- 3.7.2 **Event Entry Fees:** in addition to the basic entry fee, the LOC will collect event entry fees of 5 EUR per athlete per individual entry and 15 EUR per team entry per event. These 'event entry fees' are to be paid to IPC Shooting post-competition.

### 3.8 Deadlines:

- 3.8.1 **First Entry by Number:** the competition first entry by number deadline must be set to minimum nine (9) weeks before the start of the competition;
- 3.8.2 **Final Entry by Name:** the competition final entry deadline must be set to minimum five (5) weeks before the start of the competition.

- 3.9 **Bibs:** Following the final entry deadline IPC Shooting will prepare Athlete and Loader Bibs and send to the LOC for printing.

## 4 Transport

- 4.1 Transport (airport to hotel, and hotel to venue) must be provided for all appointed competition officials (Technical Officials, Classifiers, Management Team).
- 4.2 If the LOC will provide transport (airport to hotel and/or hotel to venue) to Athletes and Team Officials as part of the competition entry package, a suitable number of accessible vehicles must be provided.

## 5 Accommodation

- 5.1 If the LOC will provide accommodation to Athletes and Team Officials as part of the competition entry package, a suitable number of accessible rooms must be provided.
- 5.2 For a Hotel Room to be considered ‘wheelchair friendly’, some of the most essential provisions are:
- Door widths minimum 800mm, for both entry to room and entry to bathroom;
  - At least one spot within the room with a diameter of 1,200mm x 1,200mm (to allow for a change of direction);
  - Transfer space of min. 800mm in at least one of the sides of the bed;
  - Toilet seat of 450mm height with transfer space in one side. A handrail should exist or other suitable solid item for a person to lean on;
  - Height of controls lower than 1,400mm or provision a suitable “handling stick” for those above this height;
  - Provision of a long stick, with suitable edge, to allow mounting and demounting of hangers in cupboards. Hangers attached to fixed rings are not appropriate in an accessible room;
  - Portable bath amenities (shampoo, shower gel, etc.);
  - Shower, with shower chair (with back) provided
    - (if a shower is not available and bath tub exists: handrails should exist in the bath tub to allow entry and exit, as well as a bath chair).

## 6 Venue

- 6.1 General requirements (firing points, ranges specifications, etc) are as according to the ISSF rules.
- 6.2 **Equipment**
- 6.2.1 Electronic Targets are mandatory and must be provided in accordance to the IPC Shooting Official Results & Target System Provider agreement ([www.ipc-shooting.org/organisers](http://www.ipc-shooting.org/organisers));
- 6.2.2 Full set of gauges and instruments for both ISSF and IPC Shooting (SH2 class) equipment control must be provided (Note: if the LOC does not own an IPC Shooting equipment control gauges and instruments, please inform IPC Shooting and the purchase or loan of such items can be arranged).
- 6.3 **Accessibility**
- 6.3.1 The venue must be accessible to wheelchair users, including ‘barrier-free’ access to the venue and field of play.
- 6.3.2 A suitable number of accessible toilets must be available at the venue.
- 6.4 **Information services:**
- 6.4.1 A results board (for results display) must be provided on venue;
- 6.4.2 Mailboxes/in-trays must be provided at the venue for distributing documents and notices to delegations and officials;
- 6.4.3 An information desk or notice board for competition information should be available to teams at the venue and official hotel (if applicable);
- 6.4.4 It is strongly recommended by IPC Shooting that the LOC provide free Wi-Fi services to participants across the venue.
- 6.5 **Meeting rooms and office facilities**
- 6.5.1 A large room or space must be allocated to be used for the Technical Meeting (there will be approximately 2 persons per participating country attending).
- 6.5.2 An office for the Technical Delegate (and IPC Shooting Sport Manager, if attending), must be allocated. The allocated office must include access to internet, printer and photocopier.
- 6.6 **Classification**
- 6.6.1 For full requirements for Classification areas, please see the LOC Guidelines on the IPC Shooting website: [www.ipc-shooting.org/organisers](http://www.ipc-shooting.org/organisers)

## 7 Officials

7.1 IPC Shooting will appoint the necessary number of officials, and confirm the names to the LOC in writing.

7.2 The LOC should budget to cover the following number of officials and relevant costs/services:

Role	Number of persons	Period of attendance	Services to be provided
Technical Delegate	1	<ul style="list-style-type: none"> <li>▪ Arrive: 2 days before start of Equipment Control/Training</li> <li>▪ Depart: Day after end of competition</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flights</li> <li>▪ Transport</li> <li>▪ Accommodation</li> <li>▪ Catering</li> </ul>
ITOs	3-8 <i>(depending on competition programme)</i>	<ul style="list-style-type: none"> <li>▪ Arrive: 1 day before start of Equipment Control/Training</li> <li>▪ Depart: Day after end of competition</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flights</li> <li>▪ Transport</li> <li>▪ Accommodation</li> <li>▪ Catering</li> </ul>
Chief Classifier	1	<ul style="list-style-type: none"> <li>▪ Arrive: 2 days before start of Classification</li> <li>▪ Depart: Day after end of classification</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flights</li> <li>▪ Transport</li> <li>▪ Accommodation</li> <li>▪ Catering</li> </ul>
Classifiers	1-3 <i>(depending on decision by IPC SH of no. of classification panels to be provided)</i>	<ul style="list-style-type: none"> <li>▪ Arrive: 1 day before start of Classification</li> <li>▪ Depart: Day after end of classification</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flights</li> <li>▪ Transport</li> <li>▪ Accommodation</li> <li>▪ Catering</li> </ul>
IPC SH Sport Manager	1	<ul style="list-style-type: none"> <li>▪ Arrive: 1 day before start of Equipment Control/Training</li> <li>▪ Depart: Day after end of competition</li> </ul>	<ul style="list-style-type: none"> <li>▪ Transport</li> <li>▪ Accommodation</li> <li>▪ Catering</li> </ul>

### 7.3 Juries

7.3.1 IPC Shooting will provide a Jury list following the appointment of IPC Shooting ITOs.

7.3.2 One member per Jury is to be provided by the LOC.

7.4 **National Technical Officials:** an appropriate number (calculated as per ISSF Rules) are to be selected and appointed by the LOC.

## 8 Protocol

### 8.1 Medals

8.1.1 The LOC must send the proposed medal design to IPC Shooting for approval.

8.1.2 Medal design should include:

- **Front:** Event/LOC logo & official event title
- **Back:** IPC Shooting logo
- **Ribbon:** plain or a design chosen by LOC (to be approved by IPC Shooting).

### 8.2 Victory Ceremonies

8.2.1 Depending on the preference of the LOC, victory ceremonies can be scheduled following each final; at the end of every day; or at the end of the competition.

8.2.2 The Victory Ceremony area must be accessible for wheelchair users.

8.2.3 If a special back-drop and/or podium will be prepared for the ceremonies, the design must be sent to IPC Shooting for approval.

8.2.4 The LOC must provide the national anthems and the three (3) flags of each participating NPC (NOTE: total number of required flags per NPC can be finalised with IPC Shooting following the final entry deadline).

### 8.3 Opening and Closing Ceremonies

8.3.1 For World Cup events, Opening and Closing Ceremonies are optional.

8.3.2 If an LOC wishes to plan an Opening and/or Closing Ceremony, plans must be approved by IPC Shooting.

## 9 Branding

9.1 Any competition branding (including posters, banners, brochures, etc) should include the official event title, event logo (if created, otherwise LOC/NPC logo) and IPC Shooting logo.

9.2 A design of all planned materials must be sent in good time to IPC Shooting for approval.