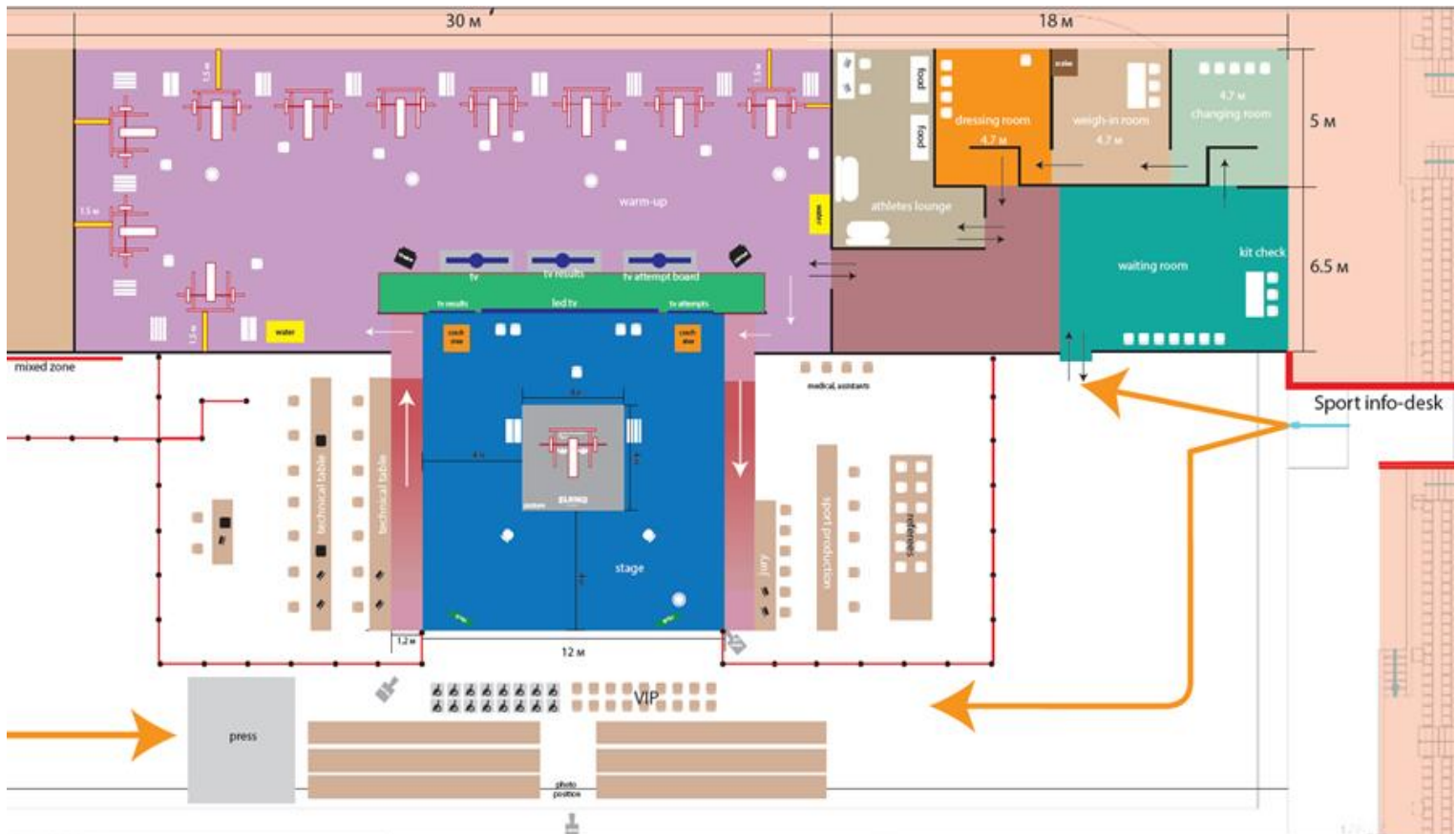


Event Manual

Complete and detail Event Manual is under construction

Please see below WPPPO sample competition venue Layout



Requirements for each of the accessible functional areas:

Functional Area	Requirements	Details	Quantity
WPPO Office	Colour printer		1
	Access to nearby multifunctional scanner/printer		1
	Box of Plain Paper	500 sheets	2
	Desk or table	1 person per	2
	Chairs		6
	Lockable desk drawers		2
	Clothes Cupboard		2
	Rubbish bin		1
	Wi-Fi		1
	Internet cable connect		2
	Power extension cable		2
	AC unit/Fan		1
Keys to lock office		2	
TD/TDA Office	Desk or table	1 person per	2
	Chairs		3
	Lockable desk drawer		2
	Clothes Cupboard		2
	Rubbish bin		1
	Wi-Fi		1
	Internet cable connect		2
	Power extension cable		2
	Access to nearby multifunctional scanner/printer		-

	AC unit/Fan		1
	Accessible toilet nearby		-
	Keys to lock office		2
Training Area	Staff		1
	Volunteers		3
	Magnesia Containers		5
	Magnesia Chalk		5
	Disc Racks		5
	Scales		2
	Scales - privacy screens/area		2
	Bench Numbers 1-12		12
	Chairs		30
	Tables	2 people per table	2
	TVs (showing live stream)	45 Inch	2
	Wi-Fi		1
	Accessible toilets nearby		-
	AC unit/Fan		2
	Look & Feel/Branding - (Posters/pull ups/banners)		As required
	fridges/Ice bins		2
	Rubbish bins		6
Rehydration - Water/Energy Drinks		As required	

Functional Area	Requirements	Details	Quantity
Raise the Bar Seminar Room	Microphone		1
	PA speaker system		1
	Projector		1
	Projector screen/white wall		1
	Power extension cable		1
	Tables	To fit 6-8 persons	5
	Tables	To fit 2 persons	4
	Chairs		40
	Water	As required	
	Raise the Bar - Banners/Roll ups	As required	
	Wi-Fi		1
	Pens		200
	Box of Plain Paper	500 sheets	1
	Volunteers		3
Accessible toilets nearby		1	
Officials Rest Area	Chairs		15
	Tables		5
	Sofas/arm chairs		5
	Lockers		10
	Clothes Rail/Cupboard		3
	TVs (showing live stream)	35 Inch	2
	Wi-Fi		1
	Power extension cable		4

	Refreshments (Tea/Coffee/water/juice/energy drink)	As required	
	Snacks (Fruit/biscuits/cereal bars/sweets/chocolate)	As required	
	Laptops/computer		1
	rubbish bin		4
	Access to accessible toilet		-
	AC unit/Fan		2
	Whiteboard/flipchart		1
	Whiteboard/flipchart pens	pack of 4	1
	Volunteers		1
Athlete Rest Area	Chairs		6
	Tables		4
	Sofas/arm chairs	we need some	8
	TVs (showing live stream) 40 inch	we need it	2
	Wi-Fi		1
	Power extension cable		5
	Refreshments (Tea/Coffee/water/juice/energy drink)	As required	
	Snacks (Fruit/biscuits/cereal bars/sweets/chocolate)	As required	
	Laptops/computer		4
	rubbish bin		6
	Access to accessible toilet		-
	AC unit/Fan		3
	sofa bed/mattress/bean bag		4
	video games	As required	2
board games -chess/monopoly/ Jenga, etc	8		

	Active Games - Mini golf/Pool/ Table tennis/ oversize Chess/Jenga		6
	Volunteers		1
	Look & Feel/Branding - (Posters/pull ups/banners)	As required	
Anti- Doping Outreach Booth	Tables		3
	Chairs		6
	Prizes	Up to LOC	
	Banners/Roll ups/Posters	As required	
	Wi-Fi		1
	Volunteers		2

Functional Area	Requirements	Details	Quantity
Warm Up Room	Staff		1
	Volunteers		2
	Para Powerlifting Bench		10
	Magnesia Containers		10
	Magnesia Chalk	As required	
	Disc Racks		10
	Wire Brush		5
	Chairs		25
	Tables		3
	TVs (3 scoreboard/3 attempt board/ 3 static camera CCTV)		9
	Wi-Fi		1

	Plastic Warm up cards (per bodyweight category 2 per athlete - event logo & Bodyweight category)	As required	
	Accessible toilets nearby		-
	AC unit/Fan		4
	Look & Feel/Branding - (Posters/pull ups/banners)	As required	
	Fridges/Ice bins		3
	Rubbish bins		6
	Rehydration - Water/Energy Drinks	As required	
	Sweat Towels	1-2 per athlete (re-washed after use)	-
	Sweat Towel bin/bag		2
	Cleaning spray		6
	Cleaning cloths		16
	Photography bench		1
Warm Up Waiting Room	Chairs		60
	Group A, B, C Signage/separate areas		3
	TVs (showing live stream)		3
	Refreshments (water/juice/energy drink)	As required	
	Snacks (Fruit/biscuits/cereal bars)	As required	
	Accessible toilets nearby		-
	AC unit/Fan		3
	Rubbish bins		4
	Tables	for 2 people	2
	Volunteers		2
Victory Ceremony	Chairs	To seat the athletes	3

holding area	Tables	To place the 3 flags if needed	1
	Place numbers	To order the athletes correctly	3
	Water	As required	
	Pillows/trays for medals and gifts		6
	Flags	As required	
	Clothes rail to hang flags		2
	IPC Flag manual to check correct flag		1
	Volunteers/staff	Protocol team	-
Technical Meeting	Chairs	2 per team + 6 on presenting table	150
	Tables	2 per table	4
	wired microphone		3
	Wireless microphone (Audience)		1
	PA/audio system		1
	Projector		1
	Projector screen/white wall		1
	Water - presenting table only	As required	
	A4 Envelopes	1 per country	77
	Pens	1 per country in envelope	77
	Printed any relevant event/LOC info	1 per country in envelope	77
	Volunteers		4
AC unit/Fan		3	

	Wi-Fi		1
	Power extension cable		3

Functional Area	Requirements	Details	Quantity
Kit Check waiting area	Chairs		8
	Water	As required	
	Wi-Fi		1
	Volunteers	For entire kit check/weigh in area	1
Changing Room	Changing benches		3
	Chairs		4
	Clothes baskets		10
	Partitions/privacy curtains (whole area should be private)		4
Weigh in	Scales (With weight print out facility measure to 2 decimal places)		1
	Chairs		4
	tables	for 2 person	2
	Cleaning spray		2
	cleaning cloths		2
	antiseptic hand gel		1
	Paper towel roll		1
	Power extension cable		2
	Access to nearby toilets		-
	AC unit/Fan		1
	Wi-Fi		1
Partitions/privacy curtains (whole area should be private)		4	
Dressing	Changing benches		3

Room	Chairs		4
	Partitions/privacy curtains (whole area should be private)		4
FOP	Para Powerlifting Bench		1
	Para Powerlifting Bench Step		1
	Magnesia Containers		1
	Magnesia Chalk	As required	
	Disc Racks		2
	Wire Brush		1
	Bench cleaning spray		4
	cleaning cloths		8
	TV/screen - Attempt board - Backdrop	50 Inch	1
	TV/screen - Attempt board - FOP	32 Inch	1
	Static Fixed CCTV Camera (Live feed to warm up area)		1
	Tables	for 2 persons	16
	Chairs		35
	Power extension cables		10
	TV/monitors (Showing scoreboard)	30 Inch	5
	Microphones		4
	PA/Audio System into warm up area		1
	Officials ear pieces linked to Warm up PA/Audio system		10
	PA/Audio System to the spectators		1
	Water/energy drinks	As required	
	Referee flags Red		3
Referee flags white		3	

	Plastic Technical challenge cards (A5 size in red with Event logo & Technical Challenge)		10
	AC unit/Fan		3
	Volunteers		2
	Staff		1
	Security		3
	Medical staff		2

ANTI-DOPING

The LOC must ensure that all anti-doping services are in line with the World Anti-Doping Code (WADC) International Standard for Testing

Doping Control Chaperones

The LOC must provide anti-doping chaperones that are available for the duration of the event. They can be volunteers and a mix of both genders is required. At a minimum, they must:

- communicate well in English; both spoken and written
- Be over 18 years of age
- not have a conflict of interest with the athletes competing in the event or the administration of the sport

Requirements for the Doping Control Station

The LOC will provide a doping control station as close as possible to the mixed zone. The doping control stations must:

- be wheelchair accessible and have a wheelchair accessible toilet,
- must include a waiting area, administration area and multiple toilets,
- have a minimum of 3 processing rooms (see layout below),

be for the sole purpose of sample collection. This area, including the toilets, cannot be used by anyone other than doping control personnel.

Waiting Room

This room or area should be large enough to accommodate athletes, representatives accompanying athletes, doping control personnel, and security personnel. The room should have chairs or benches and tables as well as an adequate supply of sealed bottled water. Security personnel should be located at the door to control access to the room.

Doping Control Processing Room

At a minimum, this room should contain a large table and at least three chairs. Access to this room shall be limited to doping control personnel, the athlete being tested, the athlete's representative and, if required, an interpreter. This room is used for:

- Securely storing the doping control supplies and documentation; Selection of doping control equipment by the athlete; Processing and sealing samples; Packaging and storing samples; and Completing and processing doping control documentation.

Washroom

Wherever possible, the washroom should contain a sink and toilet and shall be connected to the doping control processing room. It should be large enough for the athlete and Chaperone to move freely. In addition, the Doping Control Station shall also contain the following

- A refrigerator
- A medical bed for blood testing
- A desk and at least two chairs for the administration area

Please see below the ideal doping control station layout:

