



Team Leaders Manual

Paris 2025 World Para Athletics Grand Prix - Handisport Open Paris (2 - 4 June 2025)
Paris, France

Version 1: 13 March 2025 (subject to modification)

Competition

The Paris 2025 World Para Athletics Grand Prix - Handisport Open Paris is a World Para Athletics Sanctioned competition organised by the Fédération Française Handisport (LOC) from 2 to 4 June 2025 at the Charlety Stadium.

1 Local Organising Committee (LOC)

LOC President	Gaël Rivière
LOC Vice President	Ludivine Munos
Finances	Nadette Tassart
Sponsoring / Marketing	Adrien Vlahovic
Media / Press / Communication	Benoit Hétet
Competition	Paco Vigreux
Team Services (accommodation, catering, entry fees and transportation)	Clément Verdié +33(0) 7 64 59 23 30 hop-teamservices@spartner-ec.com
Volunteers	Tom Vigreux

2 World Para Athletics Management Team

WPA Classification Coordinator	Henrietta Kulleborn
WPA Competitions Coordinator	Irina Khapugina
WPA Technical Manager	Albin Renteria

3 World Para Athletics International Officials

3.1 International Technical Officials (ITOs)

Technical Delegate	Didier Foulon (BEL)
International Technical Official	Ben Vroom (NED)
International Technical Official	Marcel Jaroslawski (POL)

3.2 International Classifiers

Chief Classifier	Amine Khelladi (ALG)
Physical Impairment (PI) Classifiers	João Paulo Casteletti (BRA) Joan Hacken (AUS) Vitalis Lanshima (NGR) Paula Leppanen (FIN) Sandra Rozenstoka (LAT) Rudi van den Abbeele (FRA)
Vision Impairment (VI) Classifiers	Bayazit Ilhan (TUR) - VI Lead Classifier Robert Chun (USA) Dilene De Brito Souza (BRA) Peter Derksen (NED)

Intellectual Impairment (II) Classifiers	Mohammad Hadi Hadizadeh (IRI) – II Lead Classifier Julia Gao (GER)
--	---

4 Information about Host Country and City

Location	Paris, France
Population	2,103 million people
Language	French
Capital	Paris
Local Time	Central European (Summer) Time
Electricity	230 Volt
Driving	Driving in France on a foreign licence
International Calls (Country Code)	0033
Currency	Euro

5 General Programme (provisional)

Thursday 29 May		
Time	Activities	Location
All day	Arrivals	
	Dinner	Hotels
Friday 30 May		
Time	Activities	Location
All day	Arrivals	
15:00 – 18:00	Accreditation	Charlety Stadium
08:00 – 18:00	PI and II Classification	Charlety Stadium
08:00 – 18:00	VI Classification	TBC
09:00 – 18:00	Training	Charlety Stadium
09:00 – 18:00	Implement Storage	Charlety Stadium
	Lunch / Dinner	Hotels
Saturday 31 May		
Time	Activities	Location
All day	Arrivals	
08:00 – 18:00	Accreditation	Charlety Stadium
08:00 – 18:00	PI and II Classification	Charlety Stadium
08:00 – 18:00	VI Classification	TBC
09:00 – 18:00	Training	Charlety Stadium
09:00 – 18:00	Implement Storage	Charlety Stadium
14:00 – 18:00	Technical Information Center (TIC)	Charlety Stadium
	Lunch / Dinner	Hotels
Sunday 1 June		
Time	Activities	Location
All day	Arrivals	
08:00 – 18:00	Accreditation	Charlety Stadium
08:00 – 18:00	PI and II Classification	Charlety Stadium
08:00 – 18:00	VI Classification	TBC
09:00 – 18:00	Training	Charlety Stadium
09:00 – 18:00	Implement Storage	Charlety Stadium
10:00 – 18:00	Technical Information Center (TIC)	Charlety Stadium
	Lunch / Dinner	Hotels
Monday 2 June		
Time	Activities	Location
09:00 – 18:00	Competition	Charlety Stadium
08:00 – 18:00	Media Office	Charlety Stadium
07:00 – 18:00	Volunteers Desk	Charlety Stadium
07:30 – 18:00	Technical Information Center (TIC)	Charlety Stadium
	Lunch / Dinner	Hotels
Tuesday 3 June		
Time	Activities	Location
09:00 – 18:00	Competition	Charlety Stadium
08:00 – 18:00	Media Office	Charlety Stadium
07:00 – 18:00	Volunteers Desk	Charlety Stadium
07:30 – 18:00	Technical Information Center (TIC)	Charlety Stadium

	Lunch / Dinner	Hotels
Wednesday 4 June		
Time	Activities	Location
09:00 – 18:00	Competition	Charlety Stadium
08:00 – 18:00	Media Office	Charlety Stadium
07:00 – 18:00	Volunteers Desk	Charlety Stadium
07:30 – 18:00	Technical Information Center (TIC)	Charlety Stadium
	Lunch / Dinner	Hotels
Thursday 5 June		
Time	Activities	Location
All day	Departure	

6 Travel to Paris, France

6.1 Official airports / train stations

The LOC will provide transportation from / to the Paris airports and train stations, including transfers of competition equipment. Here are the official ports of entry covered by the LOC:

- 2 official airports: Paris Charles de Gaulle Airport (CDG) / Orly Airport (ORY)
- 4 official train stations: Paris Gare de Lyon / Paris Gare du Nord / Paris Gare de l'Est / Gare de Paris Montparnasse

6.2 Travel to France: General information

All participants are required to follow the rules and guidelines of the French Government, the local authorities of the City of Paris, WPA and the LOC at all times as a condition for participating in the competition. Upon request of local competent authorities each participant may be requested to deliver a responsible declaration before participating in the competition.

It is strongly recommended that all participants book flight tickets with cancellation insurance.

6.2.1 Entry Visas

The Local Organising Committee (LOC) advises checking with your local Embassy what visa requirements and costs are required for entering France from your country. To apply for a French visa please read the visa information for foreigners and ensure your visa application is submitted at least two months before traveling to France to avoid any difficulties.

For detailed information, please visit the website of the French Government: [Where and how can I apply for a visa for France?](#)

Should your team require a participation confirmation letter for the visa application process, please send your request to a.vlahovic@handisport.org and indicate the following information for each person:

- Name, first name
- Athlete or staff person
- Nationality
- Date of birth
- Passport no.
- Expiry date of passport
- Arrival date
- Departure date

6.3 Insurance

All team delegation members including but not limited to athletes, guide runners and team officials will be required to obtain personal health, accident and liability insurances.

The Local Organising Committee (LOC) excludes any liability and assumes no responsibility for loss or theft of materials or personal belongings during the entire Event period from arrival to departure.

7 Registration

All athletes wishing to participate in the Paris 2025 World Para Athletics Grand Prix - Handisport Open Paris must hold an IPC Athlete License for the current 2025 season and fulfil the other relevant eligibility criteria set out in the WPA Rules and Regulations. Entries shall be done in the IPC Online Entry System. The final entry deadline is **7 April 2025 (23:59 CEST)**.

7.1 Entry Fee

Entry fees (only for competitors): 200.00 EUR

Registration is considered complete only after the payment has been received in full by Spartner Agency. The payment deadline is Monday, 21 April 2025 at the latest. To arrange the entry fee payment, please email the LOC at hop-teamservices@spartner-ec.com.

7.2 Accepted Payment Methods

Payment is possible by bank transfer. Below are the account details:

Beneficiary:	SPARTNER S.A.S
Bank name:	Crédit Agricole Centre Est
Bank address:	213 rue de Gerland, Bâtiment A, 69007 Lyon
SWIFT/BC:	AGRIFRPP878
IBAN:	FR76 1780 6008 6904 1322 2022 659

Registration is considered complete only after the payment has been received in full by 21 April 2025 at the latest.

8 Accreditation

Accreditation passes can be picked up at the main entrance of the Charlety Stadium. The opening hours of the Accreditation Center are below:

Friday 30th May 2025: 15.00-18.00

Saturday 31th May 2025: 8.00-18.00

Sunday 1st June 2025: 08.00-18.00

9 Accommodation

To ensure a smooth stay in Paris during the Grand Prix, the Local Organising Committee (LOC) is offering a global package, including accommodation, meals and airport / train transfers.

Six (6) official hotels have been selected and pre-booked to welcome all participants:

1. IBIS PARIS PORTE D'ITALIE***: 13 rue du Val de Marne - 94250 Gentilly
2. IBIS STYLES PARIS METEOR***: 12 avenue Porte d'Italie - 75013 Paris
3. IBIS PORTE D'ORLEANS***: 33 rue Barbès - 92120 Montrouge
4. MERCURE PORTE D'ORLEANS****: 13 rue François Ory - 92120 Montrouge
5. COURTYARD PARIS ARCUEIL****: 6 avenue du Président Salvador Allende - 94110 Arcueil
6. CAMPANILE PARIS SUD ARCUEIL***: 73 Avenue Aristide Briand - 94110 Arcueil

All necessary information on the above accommodation options can be found in a separate document “**ACCOMMODATION PACKAGES - HOP 2025**” published on the 2025 WPA Grand Prix page here [WPA Grand Prix 2025](#).

In order to book accommodation and for any further information, please contact the team services at hop-teamservices@spartner-ec.com before April 14th, 2025.

Please keep in mind that:

- Each hotel has a limited room quota, and the rooms will be allocated on a first come first served basis.
- As June is considered to be a very busy period in Paris, we recommend you send us a first estimate of needs at your earliest convenience that can be adjusted later.

10 Catering

All meals will be provided directly at the hotels as follow:

- Breakfast: buffet style at the hotel
- Lunch: take-away lunch boxes
- Dinner: buffet style meal at the hotel

11 Transportation

a. Official Transportation Days

The Local Organising Committee (LOC) will provide ground transportation only from the official airports or train stations (see section 6.1) to the 6 official hotels (see section 9) on the following days:

Arrival Days:	Wednesday May 28 th , 2025 to Saturday May 31 st , 2025
Departure Day:	Wednesday June 4 th , 2025 Thursday June 5 th , 2025

b. Arrival / Departure Information

In order for the LOC to arrange transfers from / to the Paris airports or train stations, your travel information will be required as soon as possible.

Please email hop-teamservices@spartner-ec.com and provide the following information:

Passengers' information:

- Number of people
- Number of wheelchair users and type of wheelchair (manual or electric)
- Amount of luggage
- Contact and phone number of one person travelling with the group

Arrival information:

- Arrival airport or train station
- Arrival time

- Flight or train number
- City of origin

Departure information:

- Departure airport or train station
- Departure time
- Flight or train number
- City of destination

Upon arrival the LOC will welcome your team in the arrival terminal carrying a sign with the Event logo.

For departure teams will be requested to provide their information to the LOC in advance. The pickup can be arranged from your hotel or from the competition venue. Prior to departure team members will be required to settle outstanding costs (laundry, etc.) if any with the hotel front desk. Check-out time is 12:00 (noon).

12 Technical Information Center (TIC)

The Technical Information Center (TIC) will be located at the Charlety Stadium. The opening hours of the TIC are as follows:

31 May 2025: 14:00 – 18:00

1 June 2025: 10:00 – 18:00

2 - 4 June 2025: 07:30 – 18:00

13 Venue and Equipment

a. 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. The LOC does not provide any fitness and conference rooms.

b. Equipment Storage

During the training and competition periods all competition equipment as personal implements, throwing frames & racing wheelchairs can be stored at the Charlety Stadium.

14 Competition Procedures

a. Rules and Regulations

The Paris 2025 World Para Athletics Grand Prix - Handisport Open Paris is sanctioned by World Para Athletics (WPA). The most current WPA Rules and Regulations will apply for this Event and can be found here [World Para Athletics General Rules and Regulations](#).

b. Technical Meeting

The Technical Meeting will take place on Sunday 1st June 2025 at the Press Area of the Charlety Stadium (Time – TBC). The Technical Meeting will be held in English and chaired by the World Para Athletics Technical Delegate. One representative from each NPC / NF is allowed to attend the meeting.

c. Personal Belongings

No personal belongings will be allowed on the Field of Play (FOP).

d. Timing and Measurement

Official timing and measurement will be provided by MATSPORT.

e. Post Competition Procedures

Athletes will leave the Field of Play via the Post Event Control area where they are able to recover and collect their clothing. In the Mixed Zone the media may conduct short interviews.

f. Results

Results will be published on a dedicated link during the competition. The LOC will share the results link with teams one day prior to the start of competition.

g. Livestream

The Paris 2025 World Para Athletics Grand Prix will be broadcasted live. The LOC will share the livestream link in due course.

15 Classification

International classification for Athletes with a Physical Impairment (PI), Visual Impairment (VI) and Intellectual Impairment (II) will take place on Friday 30 May, Saturday 31 May and Sunday 1 June 2025. All Athletes entering the Event with a New (N), Review (R) or Review with a Fixed Review Date of 2025 (or earlier) will be required to undergo classification upon arrival in Paris. To be eligible for classification, athletes need to be licenced for the 2025 season and entered in the IPC Online Entry System before the final entry deadline (**7 April 2025, 23:59 CEST**).

PI and II Classification will take place at the Charl  ty Stadium. The venue of VI Classification is TBC. The LOC will provide a shuttle service between the official competition hotel, IBIS Paris Porte d'Italie (13 Rue du Val de Marne, 94250 Gentilly / 5 minutes by walk from Charlety Stadium) and the venue for VI classification. An estimated time is 30 minutes by car. A shuttle schedule will be shared with all teams as the Event approaches.

World Para Athletics (WPA) will provide the Classification Schedule to the Local Organising Committee (LOC) which will be responsible for distributing it to each NPC / NF. Please note that it is the responsibility of each Team Leader to ensure that the athletes listed on the Classification Schedule are available and present for the Evaluation Session at least 30 minutes prior to the assigned time, date and location. This allows sufficient time for the ID check as well as to review and sign the Athlete Evaluation Agreement Form.

All questions regarding classification and the classification schedule, please refer to classification@worldparaathletics.org.

16 Medical Services

Any costs incurred for any other medical care must be paid immediately in cash or card (EUR) by the patient or the team. All participating athletes are responsible for arranging their personal travel and accident insurance coverage.

17 Doping Control

Controls will be conducted by the French Anti-Doping Agency (AFLD).

Samples will be collected by trained and accredited 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 Contacts

World Para Athletics

Phone: + 49 228 2097 165

E-mail: info@worldparaathletics.org

Competition

Irina Khapugina

Email:

Irina.Khapugina@WorldParaAthletics.org

Classification

Henrietta Kulleborn

Email:

classification@worldparaathletics.org

LOC Team Services

(Transport / Accommodation / Catering / Entry fees)

Clement Verdié

Phone: +33 (0)7 64 59 23 30

E-mail : hop-teamservices@spartner-ec.com

LOC Competition Information

Adrien Vlahovic

E-mail: a.vlahovic@handisport.org