



**CZECH PARA
DANCE SPORT**

Team Information Package

Prague 2023 Para Dance Sport International Competition

7 October – 8 October 2023

Czech Para Dance Sport SUT

Žitavského 518 Tel.+420 732 799 770 www.pragueparadance.cz 156 00 Prague, Czech Republic info@pragueparadance.cz

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1 Foreword

Dear dance friends and colleague,

It is our great privilege welcome you back in Prague. After last year's success of the European Championship 2022, we can't wait to experience another extraordinary event together. We still feel the vibe of the enthusiasm and expertise you brought to our dance floor last year and the moments of togetherness while being on the Gala night. This year we are looking forward to witness high-quality sports performances as Prague Competition is the last event before the World Championship.

Ing. Petrana Slámová

President of Czech Para Dance Sport

2 General information

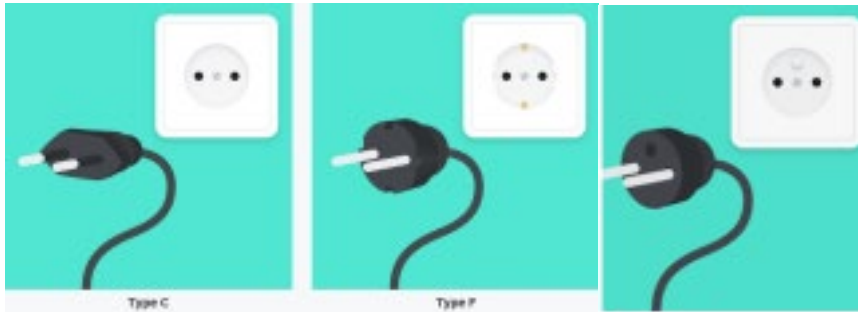
2.1 Local Organising Committee (LOC)

Project Lead	Petrana Slámová Vítězslav Rázek
Master of Ceremony	Jitka Šorfová, Petr Janáček
Audio & Visual Technology	Pavel Zita (Zita sound and lights)
Scrutineers	Jakub Schnieder
DJ	Pavel Zita (Zita sound and lights)
Event Branding	Matěj Svoboda
Public Relations and Communication	Vojtěch Pardubský
Broadcasting	Pavel Zita (Zita sound and lights)
Marketing & Commercial	Vojtěch Pardubský
Government Relations	Petrana Slámová
Accommodation and Protocol and Events	Kristýna Mücková
Medical Services MUDr. Barbora Hirnerová	MUC Adéla Slámová MUC Zuzana Šreierová MUC Vojtěch Pardubský <u>Supported by Czech Red Cross and Vršovická zdravotní, a.s.</u>

2.2 Information about Host Country and City

With over 1,335,000 inhabitants, Prague has an eventful past: not only is it the capital of the Czech Republic; it also looks back on a history spanning more than 1100 years. Prague is also widely regarded as one of the most beautiful cities in Europe. The historic city centre with its unique panorama of Prague Castle, the largest castle

complex in the world, is a UNESCO World Heritage Site.

Location	Prague, Czech Republic
Local Time	Central European Time (CET) (UTC + 1)
Official Language	Czech
Climate	<p>Oceanic climate</p> <p>Average weather (October)</p> <ul style="list-style-type: none"> • Average high °C (°F): 13 (55) • Average low °C (°F): 5 (41) • Average rain mm (inches): 24 (0.945)
Currency	Czech Crown – credit cards accepted.
Drinking water	All tap water has drinking water quality in Czech Republic.
Driving	<p>Driving in Czech Republic</p> <p>Right-hand side drive</p> <p>EU, EEA or International Driving Permit required</p>
Electricity	<p>For the Czech Republic there are two associated plug types: C and E. Plug type C is the plug which has two round pins and plug type E plug has two round pins (diameter 4,8mm, centres spaced 19mm apart) and a hole for the earth pin. The type E plug is round, and the type E socket has a round recess. The GEE 7/7 plug can be used with both type E and F sockets. The Czech Republic operates on a 230V supply voltage and 50Hz.</p> 
Shopping	Supermarkets and retail shops are open on Sunday.
Useful telephone numbers	<p>Ambulance: 112 or 155</p> <p>Fire: 112 or 150</p>

	Police: 110 or 158
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2.3 General programme (provisional)

Date	Time	Activity	Location
5-6 Oct	All day	Team Arrivals	Prague
6 Oct	As per schedule	Classification	STAGES HOTEL Prague-congress Hall
6 Oct	20:00 – 21:00	Team Leaders Meeting	STAGES HOTEL Prague-congress Hall
7 Oct	14:30	Official Opening of the Competition	Unyp Sport Arena
7 Oct	14:30– 20:30	1 st Day of Competition	Unyp Sport Arena
8 Oct	15:00 – 19:00	2 nd Day of Competition	Unyp Sport Arena
8 Oct	19:30	Official Closing of the Competition	Unyp Sport Arena
9 Oct	All day	Team Departures	PRG Václav Havel Airport

3 Travel to Prague

3.1 Arrivals

The official ports of entry and departure for the Prague 2023 Para Dance Sport International Competition is Prague Václav Havel’s Airport (PRG). The LOC will provide transportation between PRG and the official Team Hotels, free of charge for NPC accredited persons, on Thursday, 5th October 2023 and the 6th Friday, October 2023 only. The official departure day is Monday, 8 October 2023.

Travel time from Prague Václav Havel’s Airport to the hotel: 40 mins approximately.

Each team has been provided with individual arrival and departure information per email, depending on the official port of entry and mode of transport provided by the LOC to the respective hotel. Parking at the official hotel will be provided for 15 EUR/per car a day.

All teams are reminded to read the instructions provided carefully and distribute them to team members not in a

group.

Any changes to your travel schedule need to be communicated to the LOC's travel manager (travel@pragueparadance.cz)

For any changes with short notice, please call +420 732 799 770.

On-site contact at airports:

- Prague: Mr. Matej Svoboda- travel@pragueparadance.cz, +420 732 799 770.

3.2 Visa

In case your delegation needs to get an invitation letter for your Visa, please contact the

LOC. Contact: info@pragueparadance.cz

When applying for a Czech visa, please ensure that the passport is valid for at least 3 months after the expected departure from the Czech Republic.

3.3 Insurances

Each National Federation and/or National Paralympic Committee is responsible for the appropriate insurance covering accidents, health, property and liability of their team.

All delegation members must have appropriate accident and health insurance accepted in order to compete. No medical insurance will be provided to any of the participants. All participants are responsible for obtaining their own medical insurance (including Repatriation Coverage) and will be responsible for any medical expenses resulting from participation in the event.

The LOC will provide only basic medical services in the venue.

Covid information can be sent later but feel free to inform covid insurance is the responsibility of the teams.

4 Accreditation

4.1 Accreditation access

Team members are always required to wear their Accreditation Badges to enter the official Championships Venue. They should wear it in a manner that is clearly visible to venue staff. An Accreditation Badge is not transferable and only permits entry to the individual for whom it is issued. Misuse of an Accreditation Badge may result in the

cancellation of accreditation.

4.2 Loss of Accreditation Badge

In case of loss or theft of an Accreditation Badge, please report it immediately to Mr Matěj Svoboda at office@sut.cz. To obtain a new accreditation badge, the team member must report to the LOC Office, accompanied by their Team Leader, carrying an appropriate identification document. A lost or damaged Accreditation Badge will be cancelled in the accreditation system, and a lost Accreditation Badge, later found, should be returned to the LOC Office for secure disposal.

5 Accommodation

5.1 Accommodation programme

The LOC has arranged special accommodation rates for participants of the Prague 2023 Para Dance International Competition. Accommodation booking forms were required to be returned by 31 August 2023 with a guarantee of availability. Every booking after 31 August will be arranged with the best price possible but without a guarantee of availability. All rooms after 31 August are on request at info@pragueparadance.cz.

Room configuration requests have been allocated to NPCs on a first-come, first-served basis. All rates are provided as bed and breakfast, including all taxes and tourism surcharges applicable in Prague, Czech Republic. All rooms are located within the place of the competition venue at Clarion Congress Hotel Prague.

Official check-in time at all hotels is 14:00 and check-out time is 12:00. The LOC will endeavour to assist teams with any early arrival/late checkout requirements.

Please note that NPCs must settle any additional costs (telephone, laundry, minibar, meeting room bookings, damages, etc.) directly with the hotel reception desk before departure – the LOC will not be responsible for any additional charges.

5.2 Official Hotel

The official Team hotel for participants is

Accommodation Address
STAGES HOTEL Prague Českomoravská 19a, 190 00 Praha 9
https://www.stageshotel.com/en/

Price of a double room is 80,- EUR/per person in double occupancy, price per single room is 110,- EUR. Price of the triple room is 63,- EUR/per person. City tax is not included and will be paid at the reception approx. 2 EUR/per person.

Breakfast included.

The parking fee is 15 EUR/per car a day.

5.3 Breakfast

For participants that have had their accommodation sourced through the LOC Accommodation programme mentioned in section 5.1, a buffet breakfast is included in your room rate.

Delegations that have booked directly with the above-mentioned hotel and not through the LOC will need to confirm their arrangements with the hotel reception staff. The LOC is not responsible for reimbursement of breakfast costs if independent arrangements were made, that did not include breakfast.

5.4 Meeting Rooms

Delegations requiring a meeting room will need to make their own arrangements with their accommodation provider for any associated cost and availability.

6 Transport

6.1 Schedules for competition days

Competition hall is situated approx. 1000 metres from the official hotel. Transportation will be provided by LOC in specified hours.

6.2 Schedules for classification and other meetings

The Classification will be held in the place of the official hotel, there is no transport provided by LOC.

6.3 Public transport

Bus and tram stops are marked by a sign on the picture. Underground stops are marked with the logo of Metro.



sign for Metro station



stops for buses and trams



Plan of Prague metro – the competition venue is on the station Českomoravská on the yellow line of the metro.

Tickets may be purchased from vending machines on trams and underground trains and at stations in Prague. On buses, tickets may also be purchased by sms.

Public transport in the Czech Republic operates on a system of trust, but periodic spot checks are made. The fine for travelling without a valid ticket is CZK 1500,- approx. EUR 60.

Public transport: A transfer ticket for an adult costs CZK 40 and is valid for 90 minutes. For shorter distances of up to 30 minutes, tickets can be used for CZK 30. A tourist ticket for 24 hours costs CZK 120, for three days CZK 330.

7 Competition Venue

Address
UNYP Arena Prague Kovanecká 27, 190 00 Praha 9
http://unyp-arena.cz/

7.1 Changing room allocation

The changing room is allocated as follows to the teams next to the competition floor:

- Changing Room

For the exact location of changing room, please refer to Annex 13.1.

7.2 Team seating

Teams will be seated in specified areas separated from the visitors' area. The Team seating area around the field of play will be marked, and the teams will be allowed to stay in that area.

In case of the overcrowding of this area and due to accessibility limitations in the venue, wheelchair users need to be prioritised for the team seats available around the field of play and standing athletes/team officials will be kindly asked to sit instead in a dedicated area in the stands.

7.3 Personal belongings

Participants are advised to leave valuable items in the hotel. There will be no safety box or individual lockers in the venue.

8 Catering

8.1 Catering

Only holders of the accreditation will have access to the dinner arrangements as described in this session.

Your accreditation will identify your entitlement to access catering and will be checked with the catering staff before serving food.

Team members be seen to be transferring accreditation cards to non-accredited or other persons who should not

have access to catering, your accreditation may be removed, and you may be excluded from the competition.

8.2 Provision at official arrival and departure days

Arrivals on 5th October

For participants arriving on 5th October official hotel restaurant will be available upon request.

8.3 Meals during competition days

Snacks & Beverages

During competition days snacks and beverages will be provided at the sports hall during the entire day by the vendor. Teams and visitors are responsible for their lunches.

Dinner

Dinners will be provided at the times indicated below. The price of the dinner is 30,- EUR/per person a day.

Date	Dinner
6 October	18:30-20:00 At the official hotel (with voucher)
7 October	18:00-21:00 Unyp Arena (with voucher)
8 October	18:30-20:00 At the official hotel (with voucher)

9 Sport

9.1 Entry regulations

9.1.1 Eligibility

Dance couples must consist of a male and a female partner. All wheelchair users must fulfil minimum disability criteria. Couples' entries must be submitted by their National Paralympic Committees or authorized Federation to the NPC.

9.1.2 Entry:

All entered athletes in the international competition (approved by WPDS) must be registered by World Para Dance Sport by the final entries' deadlines (see above "Deadlines"). Athletes' entries not meeting this criterion may be rejected by World Para Dance Sport.

All athletes **must be entered by their respective NPCs or authorised organisations by the NPC and accepted by World Para Dance Sport.**

Couples **must** sign the "Amateur Declaration Statement" in **the competition entry form.**

For World Para Dance Sport-approved **international competitions** and World Cups there is **no limit in the number of couples per NPC per event per class.**

Late entries: WPDS Office must be informed about every late entry. All respective information must be reviewed the "case by case basis", and the entry may be accepted/rejected by the WPDS Office.

Replacements: WPDS Office must be informed about every replacement. Replacements of athletes may be accepted due to injury or medical reasons. All respective medical information regarding the athlete who is to be replaced must be sent to WPDS Office by the respective NPC for further consideration regarding its acceptance/rejection.

The registration process for the competition is as follows.

All Documents must be sent to the following addresses:

Local Organising Committee: info@pragueparadance.cz

World Para Dance Sport: info@worldparadancesport.org

Deadline to send the entries: 4 September 2023

9.2 Competition schedule

Will be updated on the official website – <https://www.pragueparadance.cz/en/>

9.3 Competition procedure

9.3.1 Judging system and results

The "old" judging system will be used for conventional events.

Only athletes who have been licensed by WPDS (including partners) will be eligible for receiving points for the

World Rankings.

<https://www.paralympic.org/dance-sport/downloads>

9.3.2 Competition Programme

Combi Conventional (Standard and Latin)

Duo Conventional (Standard and Latin)

Combi and Duo Freestyle/ Show-dance

Singles Conventional (5 dances – waltz, tango, samba, rumba, jive)

Singles Freestyle/ Show-dance

Single junior (3 dances - waltz, samba, jive)

Standard dances: Waltz, Tango, Viennese Waltz, Slow foxtrot, Quick step

Latin dances: Samba, Cha-cha-cha, Rumba, Paso Doble, Jive

Dance	Sport Class 1	Sport Class 2
	Bar/minute	Bar/minute
Waltz	28-30	28-30
Tango	31-33	31-33
Viennese Waltz	56-58	58-60
Slow Foxtrot	28-30	28-30
Quick Step	48-50	50-52
Samba	48-50	50-52
Cha-Cha-Cha	28-30	30-32
Rumba	24-25	24-25
Paso Doble	58-60	60-62
Jive	40-42	42-44

Freestyle events: combi, duo, singles

- a) One athlete or one couple on the dance floor to present their programme with any music of their choice.
- b) It is allowed to use one piece of music, different types of music or mixed music.
- c) Music should meet a specific length:
 1. The duration of the free dance presentation for singles limits to 1:30 min to 2 min
 2. The duration of the free dance presentation for combi limits to 2:30 min to 3 min.

The duration of the free dance presentation for duos limits to 2:00 min to 2:30 min.

9.3.3 Ranking

The minimum number of participating countries per event must be 3.

In case of not reaching the minimum quota of 3 countries in the event, there are two options:

- a) The event is cancelled with no competition at all or
- b) The couple/athlete can compete in a higher class.

9.3.4 Music

Music for Freestyle events must be submitted via email to the LOC (info@pragueparadance.cz) in mp3 format until 1 October 2023. Team leaders are advised to bring a copy by USB Stick. The title of the email must contain the country and the athletes' names.

9.3.5 Call area

The call area will be inside the warm-up area, close to the entrance to the field of play.

Athletes are requested to pay attention to the competition schedule and present themselves to the volunteers a minimum of 10 minutes before the start of their event.

9.3.6 Live Broadcast Production

For the Event, there will be a live broadcast production of all sessions. All delegations and the LOC must coordinate to allow smooth operations for all parties.

All stakeholders must be aware of the camera positions and must not block the camera shots, in principle. For operational reasons, there may be exceptions, but all parties must agree and be notified beforehand.

Due to the live broadcast production the team seating areas, especially the tables at the FOP always need to be maintained tidy.

9.3.7 Back-of-House (BOH) Filming

The Host Broadcaster (HB) will have a crew, who will film in the back-of-house (BOH) areas to create behind-the-scenes content for the International Federation (IF) and the International Signal for the promotion of the sport and competition. Please be aware that the HB crew will have access to most areas, including Athlete Preparation areas.

Special filming requests from the RHBs may occur. In such cases, the RHBs must arrange and acquire approvals from their subjects (e.g. coaches, athletes) and submit such requests to BRS. In consultation with the relevant FAs, the BRS may or may not approve such special filming requests.

If any issues arise from the broadcast/filming operations, comments can be submitted to the BRS Manager.

9.3.8 Victory Ceremonies

Will be conducted at the end of each competition section. All finalists will participate in the ceremony. After each final of an event, results will be announced, and the respective medallists must report to the Victory Ceremonies staff (located in the sports hall area) 20 min prior to their respective Victory Ceremony. The LOC is NOT in the position to postpone any Victory Ceremony if the medallist(s) does/do not arrive in time.

Medallists should either wear their national team uniform or their competition uniform. The order for the medals/gifts is first Bronze, followed by Silver, and then Gold. The athlete(s) will be presented with the medal(s), which will be hung around the neck. When the presentation is finished, the national anthem of the Gold medallist(s) will be played. After the conclusion of the anthem, medallists are asked to get together in the middle for a photo. Then the whole Victory Ceremony party moves off the podium.

10 Classification

Classification will be conducted according to the 2018 World Para Dance Sport Classification rules and regulations.

Classification will take place at the official hotel (meeting room 1st floor) on 6 October. A detailed schedule will be specified.

Athletes are requested to bring to classification only their competition wheelchair, straps if any and their medical information.

If an athlete does not attend Classification, he/she will be disqualified from the competition. The Classification schedule will be addressed to NPC directly via email.

Protests can be placed within one hour after the result has been announced.

11 Medical Services

11.1 Competition venue

The medical room is situated on the same floor as the competition hall and is signposted. It is able to offer

emergency medical care. Please see the venue drawing for locations of medial areas (Annex 13.3).

LOC has engaged the services of the Czech Red Cross. A team of 3 first aiders will be on sight every day from 12:00 until 20:30.

11.2 Ambulance services

There will not be in a presence of competition days an ambulance because of the near location of the hospital in this part of the town. For any emergencies, e.g. if an injured visitor/athlete has to contact a doctor directly in the place of competition and he will decide what it will be next step and treatment.

11.3 Medical services outside competition hours

In case of any medical issues outside competition hours the teams should contact the hotel reception to get into contact with the closest medical service.

11.3.1 Emergencies

For emergencies and life-threatening illnesses such as heart attacks and strokes and accidents please contact the fire and **ambulance emergency** service through the **emergency number 112**. For the police please phone 158.

11.3.2 Main hospitals in Prague

Hospital close to the event and the official hotel (0,86 km) is the

Medicon - nemocnice s poliklinikou Vysočany - nearest hospital

address: Sokolovská 304, 190 00 Praha 9

tel: +42023777300

Vršovická zdravotní, a.s. - partner hospital of ECH

U Vršovického nádraží 1547/5, 101 00 Praha 10 - Vršovice

tel: +00420271008700

email: info@vzas.cz

Pharmacy

A pharmacy in Czech Republic is called a Lékárna. Pharmacies are easily recognised by the green logo (on the

picture) (Lékárna) sign.



Hours are generally from 9:00 to 18:30 on weekdays and from 9:00. to 13:00 on Saturdays.

Some pharmacies take turns in providing after-hours services. A list of the pharmacies on duty is posted at the entrance of every pharmacy and published in the daily newspaper. Alternatively, call to find out about the after-hours pharmacy. After-hours pharmacies -

https://zdravotni.praha.eu/jnp/cz/lekarny_s_pohotovostni_sluzbou/index.html

Pharmacies not too far from the venue:

Pharmacy in Shopping centre Fénix

<https://lekarnafenix.cz>

Opening hours:

Mo – Su 8.00 – 20:00

+420 733 658 537

The LOC medical team can, in addition, be reached on +420 732 799 770 (Matěj Svoboda)

12 Doping Control

Doping is forbidden in accordance with the IPC Anti-Doping Code.

12.1 Therapeutic use exemption (TUE)

It is an athlete's responsibility to ensure that any medication or method they take to treat an illness or medical condition is not prohibited according to the World Anti-Doping Agency (WADA) Prohibited List.

Athletes may have to take a medication that is on the WADA Prohibited List to treat an acute or chronic illness or medical condition. Before doing so, they must apply for a TUE and be given approval for the particular medication and/or method. Athletes should consult with their NPC team physician to guide them through this process. All TUEs will be managed as per the WADA International Standard for TUEs (ISTUE) and entered into ADAMS (a secure online database).

NPCs are encouraged to:

Be proactive in assisting their athletes in verifying the status of their medications.

Identify, along with the athlete's physician, therapeutic use alternatives to prohibited medications or methods, if appropriate.

Submit legible and complete TUE application forms in a timely manner.

The most common reason a TUE is denied is because of lack of proper medical documentation. Athletes and NPC medical staff are encouraged to ensure documentation related to all medical treatment such as proper diagnoses and treatment plans are included.

12.1.1 Athletes that already have a valid TUE certificate of approval

A copy of any currently valid TUE approval certificate and supporting medical documentation must be submitted to the IPC Medical Committee for review. Submissions must be in English and entered into ADAMS or by email to tue@paralympic.org. The IPC will notify the athlete through the NPC whether the TUE is recognized.

12.1.2 Athletes that need to apply for a new TUE

Athletes who are considered International Level Athletes for 2019 must apply to the IPC Medical Committee and submit the completed TUE application with supporting medical documentation either through ADAMS or by email to tue@paralympic.org during this period. Submissions must be in English. The decisions of the IPC Medical Committee will be communicated to the athlete's NPC, National Anti-Doping Organisation (NADO), and to WADA. For information on who is considered to be an International level athlete see our website:

https://www.paralympic.org/sites/default/files/document/181213101328247_TUE%2BShooting%2BPara%2Bsport%2B2019%2BILA%2BList_2.pdf

An Athlete who is not an International-Level Athlete should apply to his or her National Anti-Doping Organization for a TUE.

12.1.3 Retroactive TUE

Article 4.3 of the ISTUE will apply in the event of an emergency. Details of the TUE process, including the TUE application process, the medical documentation in support of the application needed, and the criteria for granting a TUE are outlined in the IPC Anti-Doping Code and ISTUE. Further information on the TUE process can be found on the IPC website: <http://www.paralympic.org/the-ipc/anti-doping/tue>

13 Appendix

13.1 Overview of Competition Venue

