



TEAM GHANA – TRAVEL CHECKLIST & MOVEMENT PLAN

1st West Africa Zone A & B Para Games – Abeokuta, Nigeria

NPC Ghana Delegation

A. TRAVEL CHECKLIST (FOR ATHLETES, COACHES & OFFICIALS)

1. Mandatory Travel Documents

- ✓ Valid Passport
- ✓ National ID Card
- ✓ NPC Ghana ID / Accreditation Letter
- ✓ Emergency contact information
- ✓ Yellow Fever / COVID vaccination card (if required)

2. Personal Items

- ✓ Training kits & uniforms
- ✓ Personal medication
- ✓ Assistive devices
- ✓ Sport-specific equipment
- ✓ Toiletries & wipes
- ✓ Travel clothing
- ✓ Water bottle & snacks

3. Financial Preparedness

- ✓ Small personal cash
- ✓ Airtime/data
- ✓ Feeding support

4. Medical & Safety Requirements

- ✓ Medical clearance
- ✓ Personal medication
- ✓ Insurance confirmation

5. Equipment Checklist by Sport

- ✓ Relevant gear for Athletics, Powerlifting, Swimming, Tennis, Basketball, Canoeing, etc.

Partners



President: Samson Deen
Secretary General: Henry K. N. Larbi



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Email: info@npcghana.org

Location: No. 42 Dr Issert Street, North Ridge, Accra Ghana

Postal Address: P. O. Box MB 655, Ministries Accra, Ghana

Digital Address: GHA-014-5064

B. TRAVEL MOVEMENT PLAN

1. Reporting Schedule

Date: Wednesday, 26th November 2025

Time: 4:00 PM

Venue: NPC Ghana Secretariat, Accra

2. Documentation & Clearance

- ✓ Passport check
- ✓ Accreditation confirmation
- ✓ Equipment check-in
- ✓ Medical screening
- ✓ Team briefing

3. Departure Plan

Mode: Road Convoy

Date: Thursday, 27th November 2025

Time: 5:00 AM

Assembly Point: NPC Secretariat

4. Border Crossing Procedure

- ✓ Passport stamping
- ✓ Equipment clearance
- ✓ Medical checks (if required)
- ✓ NPC officials will guide all procedures.

5. Estimated Arrival

Arrival in Abeokuta expected by evening or the next morning, depending on road conditions.

Accommodation will be assigned upon arrival.

C. RESPONSIBILITIES BY ROLE

Federations:

- ✓ Ensure athlete reporting
- ✓ Cover transport to Accra
- ✓ Submit final squad list

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Athletes:

- ✓ Report on time
- ✓ Bring required documents
- ✓ Follow convoy instructions

Coaches & Officials:

- ✓ Maintain headcounts
- ✓ Manage equipment
- ✓ Ensure discipline

NPC Ghana:

- ✓ Overall coordination
- ✓ Border logistics
- ✓ Security & medical leadership

D. EMERGENCY CONTACTS (To Be Completed)

- ✓ Chef de Mission
- ✓ Deputy Chef
- ✓ Team Manager
- ✓ Medical Lead
- ✓ Security Lead



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The National Paralympic Committee of Ghana (NPC-Ghana) is the sole supreme governing body of all sports concerning persons with an impairment and under the Paralympic programme in Ghana.

Vision:

To create opportunities through sports to enable athletes with an impairment to unearth their abilities, skills and talents.

Mission:

The mission of the NPC-Ghana is to coordinate, develop, promote and organize sports for persons with an impairment and by so doing empowering them to be productive, responsible and respected in society.

INSPIRE AND EXCITE THE WORLD

