

TO ALL World Archery MEMBER ASSOCIATIONS

Dear President,

The fourth stage of the ARCHERY WORLD CUP will be held in Wrocław – Poland on 19 to 25 August 2013. On behalf of the Organising Committee, I have great pleasure to invite you to participate in our competition. This event will be organised following the World Archery World Cup rules for 2013, in both divisions, recurve and compound.

Please find enclosed the necessary documents of registration, organisation and participation for this event. Please return the completed forms to the OC before the deadlines:

Summary of deadlines:

- Preliminary Entries 14 May 2013
- Final Entries 22 July 2013
- Hotel Reservation Form 14 May 2013
- Transportation Form 14 May 2013
- Visa Support Form 14 May 2013
- Final Hotel Reservation Form 22 July 2013
& payment of outstanding balances

Looking forward to welcoming you and your teams, in Wrocław, Poland.

Sincerely yours,

Mr Jozef Baciuk
President of Local
Organising Committee

PRELIMINARY PROGRAM

17 August 2013 Sat	Arrival of participants Practice field and local transport available
18 August 2013 Sun	Arrival of participants Practice field and local transport available
DAY 1 19 August 2013 Mon	Official Practice Equipment Inspection Team Managers Meeting
DAY 2 20 August 2013 Tue	Qualification Round Recurve FITA Round (36 arrows at 90m, 70m, 50m, 30m)
DAY 3 21 August 2013 Wed	Qualification Round Compound Compound Round (72 arrows at 50m)
DAY 4 22 August 2013 Thu	Individual Eliminations - Rec & Comp
DAY 5 23 August 2013 Fri	Mixed Team & Team Eliminations - Rec & Comp 1/8 th – Quarter Finals and Semi Finals
DAY 6 24 August 2013 Sat	Finals – Compound (Individual, Team and Mixed Team)
DAY 7 25 August 2013 Sun	Finals – Recurve (Individual, Team and Mixed Team)
26 August 2013 Mon	Departure of teams

NOTE:

This is the preliminary programme and subject to change according to the number of participants in each division and TV requirements. All changes will be published and distributed to all participants in advance.

PRELIMINARY & FINAL REGISTRATION

All registration process must be done using the World Archery Online Registration System (WAREOS, formerly FORS): <http://register.worldarchery.org>. No entry forms will be accepted for registering to this event.

A maximum number of 4 athletes per country are allowed to be registered into each category of the event. Preliminary entries have to be done using the WAREOS.

In order to use WAREOS, please login on <http://register.worldarchery.org> with your Username and Password assigned by World Archery. After entering the WAREOS, please go to "Online Registration" and register your athletes for this event. A " WAREOS User Manual" can be downloaded in PDF format (English) using the same website link.

For any questions regarding the WAREOS, please contact the World Archery office, Ms Raheleh AHADPOUR (rahadpour@archery.org).

Start date for online registration using WAREOS	4 Feb 2013
End of Preliminary registration using WAREOS:	14 May 2013
End of Final registration using WAREOS:	22 July 2013

Please pay attention to the stated deadlines. Teams will not be able to enter or update their data in WAREOS, after the deadlines, as the system will be blocked. If, teams wish to make any changes to their Final Registration, after the deadline, you need to contact Ms Raheleh AHADPOUR, World Archery Member Services Coordinator (rahadpour@archery.org).

Final Entries processed after the deadline will result in a penalty fee of 50 Euros per athlete to be paid to the OC upon arrival at the field.

Final registrations that differ by more than 4 athletes from the preliminary registration or have been submitted after the preliminary deadline will result in a penalty fee of 150 Euros to be paid to the OC upon arrival at the field.

Any entries received less than 3 days before the team managers meeting for a World Archery World Cup or World Championships will be refused if no preliminary entry and/or final entry are made prior. This decision cannot be appealed by the teams and is fully compliant with the current World Archery rules, article 3.7.1.2. Entries received after the deadlines, are subject to penalties as clearly stated in the rule book and the invitation documents of World Cups and World Championships. A Member Association that has made final entries in WAREOS and does not participate will be invoiced for the number of entries entered in the

system, unless they have informed World Archery and the OC in writing at least one week prior to the event that they are unable to attend.

Member Associations that have penalty fees outstanding from 2012 will need to have paid these penalty fees before being eligible to enter and compete.

ACCOMMODATION & GENERAL INFORMATION

Official hotels are Haston Hotel, Campanile Hotel and Premiere Classe Hotel. The accommodation costs will include half board (breakfast and dinner) with non-alcoholic drinks. Hot/cold buffet lunch will be provided at the shooting venues (qualification and finals) at no extra cost.

Teams who book their own accommodation will be charged a double entry fee.

- Reservations should be made before 14 May 2013.
- Final Hotel Reservation & Transportation Forms: 22 July 2013.

To confirm your hotel reservations, a 50% deposit, of the total amount, is required to be transferred, to the OC before 14 May 2013, via a bank transfer, using the details provided on page 8. Reservations received after this date will be considered according to availability.

1. Haston Hotel (4 Star)

Single Room 120 Euros (including Breakfast & Dinner Buffet)

Double Room 200 Euros (including Breakfast & Dinner Buffet)

2. Campanile Hotel (3 Star)

Single Room 90 Euros (including Breakfast & Dinner Buffet)

Double Room 160 Euros (including Breakfast & Dinner Buffet)

3. Premiere Classe Hotel (1 Star)

Single Room 75 Euros (including Breakfast & Dinner Buffet)

Double Room 120 Euros (including Breakfast & Dinner Buffet)

Important Note:

Please refer to the accommodation pages below for detailed hotel information. Please complete all the necessary forms and arrange full payment for entries and accommodation by the deadlines given. No credit cards or travel checks will be accepted on site.

All participants should book their accommodation through the LOC. Participants that do not book their accommodation through the LOC, will have to pay double entry fees and will not be entitled to any event information or transportation.

Teams will also need to register for their accreditation, at the latest, the day before official practice. If participants do not register the day before, no changes will be made to the entry list. Participants will not be allowed to compete if registration is not completed in time and will not be allocated to a target.

HOTEL RESERVATION FORM

Country/Team from: _____

Hotel: _____

Number of Rooms:

Single:	<input type="text"/>
Double:	<input type="text"/>

Do you require a room for a disabled team member? Yes No

If yes, please specify: _____

Do any of your team members have dietary requirements or allergies such as, vegetarian, nut allergies or gluten free etc. Yes No

If yes, please specify: _____

Date: _____

NOTE:

Please refer to the Accommodation pages in the website <http://awc-wroclaw2013.pl/> for detailed hotel information.

Signature of President / Secretary General: _____

PLEASE RETURN THIS HOTEL RESERVATION FORM TO LOC BEFORE
14 May 2013 by email to office@awc-wroclaw2013.pl

TRANSPORTATION FORM

Country/Team from: _____

Number of passengers: _____ person/s

Arrival information

We will arrive by plane:

Airport: _____ Flight Nr: _____

Date: _____ (DD/MM/YY) Arrival Time: _____

We will arrive in Wrocław by: Car Train Bus

Departure information

We will depart by plane:

Airport: _____ Flight Nr: _____

Date: _____ (DD/MM.YY) Departure Time: _____

We will depart from Wrocław by: Car Train Bus

Date: _____ (DD/MM/YY)

Signature: _____

President / Secretary General MA: _____

Note:

The entry fee INCLUDES transportation between hotels and archery venues.

However, Wrocław Airport transportation is NOT INCLUDED in the entry fee and will cost an additional 20 Euro person both ways (10 Euros each way).

For transportation from other airports please contact OC for a quotation.

PLEASE RETURN THIS TRAVEL FORM TO THE LOC ASAP,
by email to office@awc-wroclaw2013.pl

ENTRY FEE

Entry fee:

Individual: 150 Euro per athlete

Officials: 100 Euro per person

Entry fee in NON official hotels:

Individual: 300 Euro per athlete

Officials: 200 Euro per person

There is no entry fee for teams.

For participants using official hotels, entry fees include daily local transport to and from the practice field to official hotels during the qualification, elimination and finals venues (timetable to be confirmed).

PAYMENT CONDITIONS:

For payment of accommodation, a 50% deposit of the total amount payable is required to be paid by 14 May 2013. After this deadline, accommodation cannot be guaranteed.

Full payment of all fees (accommodation and entry fees) are to be paid in full BEFORE 22 July 2013. A balance invoice will be provided via email or on arrival, as required, after payment is received.

BANK INFORMATION for ACCOMMODATION, TRANSPORTATION and ENTRY FEES:

BANK:	RAIFFEISEN Bank Polska SA
BRANCH ADDRESS:	Piekna 20, 00-549 Warszawa, Poland
BANK ACCOUNT HOLDER NAME:	OSL Strzelec
SWIFT CODE:	RCBWPLPW
ACCOUNT NO:	PL 28 2340 0009 0901 2460 0000 0010

NOTE:

Please indicate in the notes section the team or reservation name that corresponds to the payment.

ALL PAYMENTS SHALL BE MADE IN Euro

By BANK TRANSFER or

By CASH upon arrival.

All bank charges will be paid by the participants.

CREDIT CARDS or TRAVEL CHECKS will not be accepted.

FINAL HOTEL RESERVATION & ENTRY FEE FORM

Personal Details Women Men

Name of Member Association: _____

Country / Region: _____

Contact Name: _____

Telephone: _____ E-mail: _____

Hotel Accommodation (price per room/per night)

Haston Hotel (****)
Single room, Euro 120; Double room Euro 200

Campanile Hotel (***)
Single room, Euro 90; Double room Euro 160

Premiere Classe Hotel (*)
Single room, Euro 75; Double room Euro 120

Please reserve the following:

_____ SINGLE ROOM(s) From _____ to _____ 2013

_____ DOUBLE ROOM(s) From _____ to _____ 2013

_____ TOTAL ROOMS REQUIRED

Flight Details

We will arrive/departure to/from _____
International Airport.

Or We will arrive/depart to/from Wrocław by other means. Please indicate i.e. car,
bus or train: _____

Date of Arrival _____ (DD/MM/YY)

Time _____ Flight _____

Date of Departure _____ (DD/MM/YY)

Time _____ Flight _____

Wrocław Airport transfers are an additional 10 Euro each way, per person

Accommodation Payment

ROOM TYPE	AMOUNT OF ROOMS	NIGHT RATE P/N	TOTAL RATE
Single	_____ x _____	_____ x =	_____
Double	_____ x _____	_____ x =	_____

TOTAL ACCOMMODATION AMOUNT _____

Entry Fee Payment

Finals entry fee payments should be made in Euros, via a bank transfer, before 22 July 2013. Participants who decide to book their own accommodation, not through the LOC, will have to pay double entry fee (this is the case for both official and non-official hotels).

NUMBER OF PERSONS	ENTRY FEE (EUR)	TOTAL (EUR)
Athletes _____	x Euro 150 =	_____

Officials _____	x Euro 100 =	_____
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TOTAL ENTRY FEE _____

Airport Transportation Fee (10 Euro each way, per person)

NUMBER OF PERSONS	FEE (EUR)	TOTAL (EUR)
_____	x Euro 20 =	_____

Banquet Fee

There will be a closing banquet on the evening of 25 August for all participants in the Haston Hotel at 20:00hrs. The banquet fee includes a cold buffet meal, welcoming glass of wine, soft drinks, music and local transportation to/from official hotels. There will be a bar selling alcoholic beverages.

NUMBER OF PERSONS	BANQUET FEE (EUR)	TOTAL (EUR)
_____	x Euro 20 =	_____

TO GUARANTEE RESERVATIONS

The 50% deposit of the accommodation must be paid in advance by 14 May 2013 made by bank transfer. All outstanding balances are to be paid, IN FULL, by 22 July 2013.

Please send this form and final payment to the LOC BEFORE 22 July 2013 by email to office@AWC-wroclaw2013.pl

ADDITIONAL INFORMATION

Transportation

- Transportation will operate from Wrocław airport to official hotels, on 17 and 18 August 2013.
- Transportation will operate from official hotels to Wrocław airport, on 26 and 27 August 2013

Local transportation will be available between official hotels, practice venue and competition venues. Transport timetables will be confirmed. Buses and/or vans will be provided.

Cancellations & Changes

Written Cancellations must be:

- Received before 22 July for full refund of the deposit payment
- Received no later than 22 July, no refund.

All refunds, if any, will be processed after the event.

Name change (the same category and division) will be accepted up to 72 hours before the event, without any additional charge. The LOC should be informed about any changes immediately in the travel programme 72 hours prior arrivals. If your arrival is later than originally scheduled, the room charges will start from the original date indicated by the accommodation forms received from the Member Association.

Training

There is a training field that will be available to use from 17 August 2013 between the hours of 10:00hrs – 13:00hrs and 15:00hrs – 18:00hrs. The training field is close to the competition field (about 7 km from the hotels). Local transportation will be provided.

Weather (August Averages):

Avg. High Temp	76°F / 24°C	Avg. Low Temp	55°F / 13°C
Avg. Precipitation	1.54 inches / 3.92 cm		

Ceremonies

There are no opening or closing ceremonies planned.

Internet is available free of charge in all the official hotels.

LOC contact:

Mr Maciej Laba

Ph. +48 669 931 469

e-mail: office@awc-wroclaw2013.pl

Language: English

Official website: <http://www.awc-wroclaw2013.pl/>

Visa

All participants who need an entry visa to Poland, are kindly requested to fill in the Visa Support Form below and return completed to the Organising Committee, as soon as possible, but no later than 14 May 2013.

After the Visa Support Form is received, an official invitation, from the Polish Archery Federation, will be provided for visa application. Participants should obtain their visas before departure to Poland. Teams and officials from countries with no diplomatic relations with Poland are kindly requested to inform the LOC of where they prefer to apply for their visa in the third country.

Visa Support Form

All participants who need an entry visa to Poland, are kindly requested to fill in the Visa Support Form and with Copies of passports returned to the Organising Committee, as soon as possible, but no later than 14 May 2013.
Only e-mail is accepted!!!

E-mail: office@awc-wroclaw2013.pl

Gender M/F.	Family Name	Given Name	Date of Birth DD/MM/YY	Nationality and place of birth	Title (Athlete /Coach/ Official)	Passport No.	Expiration Date of Passport DD/MM/YY	Location of Visa collection