

Hyundai Archery World Cup 2020, Stage 1 20 - 26 April – Guatemala City (GUA)

TO ALL World Archery Member Associations
Dear President,

As Chair of the Local Organising Committee (LOC) of the first stage of the Hyundai Archery World Cup to be held in Guatemala City - Guatemala on 20-26 April 2020, I would like to invite you all to be part of one of the most important archery events to take place in the Americas in 2020.

Guatemala is a country with extraordinary cultural and natural richness and with a privileged geographical location. It is known as the heart of the Mayan World. Guatemala is the country of the "Eternal Spring" which makes its climate pleasant and enjoyable.

The richness of colors in Guatemalan crafts and its regional costumes, the hospitality of people, the beauty of the landscapes that frame lots of volcanoes, mountains, rivers and lakes, make Guatemala a magical country.

Guatemala is a city capable of managing world class events, and receiving participants of all parts of the world. We are sure that Guatemala City will stay in the heart of all the athletes who visit us.

Welcome to this magical, mystical and ancestral country. We hope you are ready to have an unbelievable experience.

Sincerely yours,

Federico Guillermo Paiz Madrid
President Organizing Committee

Hyundai Archery World Cup 2020, Stage 1 20 - 26 April – Guatemala City (GUA)

Important Dates:

Please find enclosed information regarding the details of this event and how to complete registration. To register participation, please complete all the necessary sections in WAREOS within the deadlines listed below:

Summary of deadlines:

- | | |
|--|------------------|
| • Preliminary Entries | 20 January 2020 |
| • Final Entries | 31 March 2020 |
| • Hotel Reservation | 15 February 2020 |
| • Transportation | 15 February 2020 |
| • Visa Support | 15 March 2020 |
| • Final Hotel Reservation
& Payment | 15 March 2020 |

Looking forward to welcoming you in Guatemala City, Guatemala.

Hyundai Archery World Cup 2020, Stage 1 20 - 26 April – Guatemala City (GUA)

PRELIMINARY PROGRAMME

19 April 2020 Sunday	Arrival of participants Practice field and local transport available
20 April 2020 Monday	Official Practice Equipment Inspection Team Managers Meeting
21 April 2020 Tuesday	Qualification Round (Recurve 70m Round and Compound 50m Round) Mixed Team Eliminations
22 April 2020 Wednesday	Individual Eliminations (Recurve and Compound)
23 April 2020 Thursday	Individual Eliminations Team Eliminations (Recurve and Compound)
24 April 2020 Friday	Mixed Team Eliminations (Recurve and Compound)
25 April 2020 Saturday	Finals – Compound
26 April 2020 Sunday	Finals – Recurve
27 April 2020 Monday	Departure of teams

NOTE: This preliminary programme is subject to change according to participation and TV requirements. All changes will be published and distributed in good time.

Hyundai Archery World Cup 2020, Stage 1 20 - 26 April – Guatemala City (GUA)

PRELIMINARY & FINAL REGISTRATION

All entries, accommodation reservations, transport needs, flight arrival/departure information and visa invitation letter requests are to be completed using WAREOS.

The World Archery Online Registration System (WAREOS) at <http://extranet.worldarchery.org> now handles the entire registration process for this event. No entry forms, hotel reservations or transportation forms will be accepted; all information must be entered into WAREOS.

Member associations can login to WAREOS at <http://extranet.worldarchery.org> with the username and password assigned by World Archery. After entering WAREOS, selecting the event from the list will allow a member association to register their athletes. Select/press the "Entries" button to see the list of categories in the event. Select/press the "category" to enter the athlete and official numbers/details participating for that event. A WAREOS User Manual can be downloaded in PDF format (English) upon login.

Contact Ms CECILE TOSETTI (ctosetti@archery.sport) in the World Archery Office with any questions regarding WAREOS.

A maximum number of **4 athletes per country** can be registered into each category of the event. Preliminary entries should be completed using WAREOS.

Start date for online registration using WAREOS	30 October 2019
End of Preliminary registration using WAREOS:	20 January 2020
End of Final registration using WAREOS:	31 March 2020

Please respect the stated deadlines.

Member Associations can only use WAREOS to make any changes or amendments to entries and will be able to do so at any time. An email will automatically notify the Organising Committee and Member Association of any changes made in WAREOS.

Any changes that are made after the deadlines specified or if entries differ by more than 4 athletes from the preliminary entries, the following penalty fees will automatically be applied.

Hyundai Archery World Cup 2020, Stage 1 20 - 26 April – Guatemala City (GUA)

Penalty fees to be paid to Organising Committee:	Cost (USD):
Entries made after the entry deadline dates.	50 per entry
If final entries differ from the preliminary entries by more than 4 athletes/officials.	150 per entry
When no preliminary entries were made before the deadline date but then submit final entries.	150 per entry

Penalty Fee to be paid to World Archery:	Cost (USD):
Lost accreditation.	30 each
Changes made to the athlete and/or team official names after the final entry deadline date and within 3 days prior to the start of the event.	50 each change

NOTE: CHF currency exchange rates will be those on the date of the event.

Member Associations that have penalty fees outstanding from 2019 will need to have paid these penalty fees before being eligible to enter and compete.

Any entries received less than 3 days before the team managers meeting for a Hyundai 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 Organising Committee in writing at least one week prior to the event that they are unable to attend.

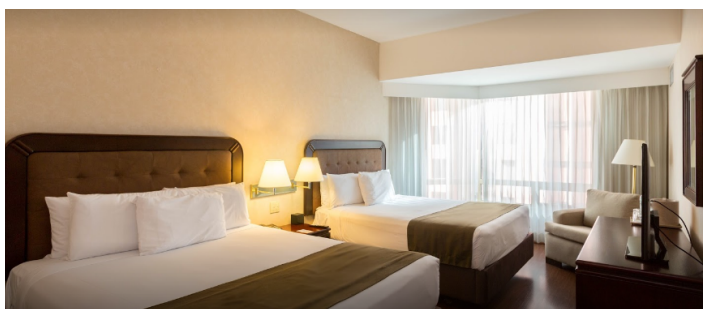
Hyundai Archery World Cup 2020, Stage 1 20 - 26 April – Guatemala City (GUA)

ACCOMMODATION & GENERAL INFORMATION

Clarion Suites – Five Star Hotel

Hotel Clarion Suites is located on a short distance from the airport, Avenida Reforma and zona 10. This hotel is in a very central location.

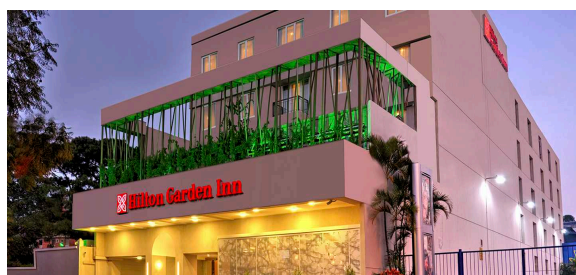
- Single Room \$150.00 USD.
- Double/Twin Room \$115.00 USD. per person
- Triple Room \$100 USD. per person



Hilton Garden Inn – Five Star Hotel

The hotel Hilton Garden Inn is located 4 km. away from the airport, it offers a convenient location for travelers and tourists.

- Single Room \$150.00 USD.
- Double/Twin Room \$115.00 per person USD.

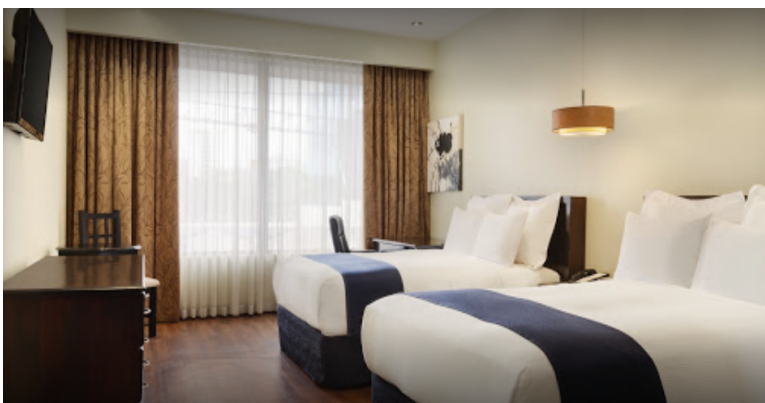


Hyundai Archery World Cup 2020, Stage 1 20 - 26 April – Guatemala City (GUA)

Radisson – Four Star Hotel

Radisson is located in a very convenient location. The hotel is based on giving and enjoyable stay.

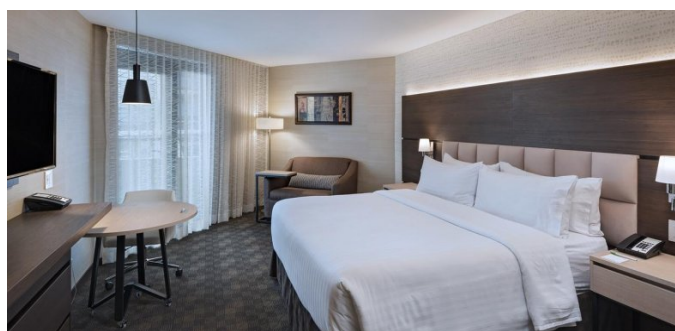
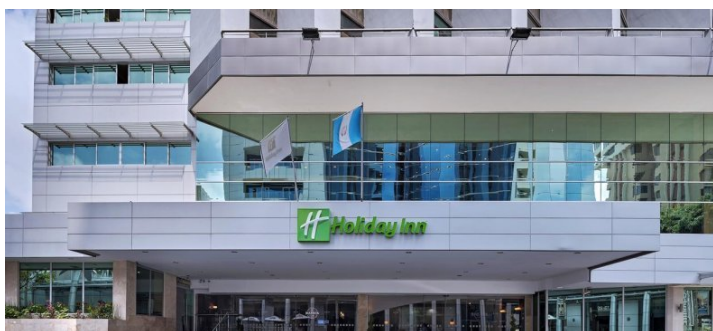
- Single Room \$ 150.00 USD.
- Double/Twin Room \$115.00 per person USD.
- Triple Room \$100.00 per person USD.



Holiday Inn – Four Star Hotel

Holiday Inn is located near business centers, banks and 2 km. away from the Airport.

- Single Room \$ 150.00 USD.
- Double/Twin Room \$115.00 per person USD.



Hyundai Archery World Cup 2020, Stage 1 20 - 26 April – Guatemala City (GUA)

Hotels are allocated on a first come, first serve basis. Accommodation includes breakfast and lunch with non-alcoholic drinks. **Lunch will always be served at the archery venue.** Dinner is not included, but the hotels are located in an area where there is easy access to a number of inexpensive fast-food places and restaurants.

Teams who do not reserve their accommodation through the organizing committee will be charged a double entre fee.

NOTE: During the days before the official practice, transport is going to be available to take athletes to the stadium and have lunch in there. If they want to be taken to the hotel to have some rest, it is possible too. This transport is already included, there is no extra payment.

NOTE: For those teams that stay in the official hotels but don't make the payment through the Organising Committee, their food and transport will not be included.

Reservations should be made before **22 February 2020**

- Final Hotel Reservation & Transportation before: March 15th 2020.

To confirm hotels reservations, a minimum 50% deposit of the total amount is required to be bank transferred to the OC before **15 February 2020**. Reservations after this date will be considered only according to availability.

Important Note: Please refer to the accommodation pages below for detailed hotel information. Complete all necessary sections in WAREOS and make full payment for entries and accommodation by the specified deadlines. Bank transfers only, no credit cards will be accepted.

In addition, the LOC will not be responsible to provide any event information at this hotel or provide transportation to the venues.

Teams that book non-official accommodation will need to register at the accreditation desk no later than the day before official practice day. Failing to do so will result in no changes being made to the entry list and it is likely that participation in the event will be refused if registration is not completed in time.

ENTRY FEE

Entry Fees:

Individual:	250 USD per athlete
Officials:	125 USD per person
Temporary Upgrade:	30 USD per accreditation
For athletes wishing to be a coach temporarily	

Entry fee in NON official hotels:

Individual:	500 USD per athlete
Officials:	250 USD per person

There is no entry fee for teams.

Entry fees include daily local transport to and from the practice field to/from official hotels during the qualification, elimination and finals venues (timetable to be confirmed on site), and it also includes the airport transfers.

PAYMENT CONDITIONS:

The entry fees should be paid in full before arrival.

Payment of accommodation, a minimum deposit of 50% should be made when booking by **15 February 2020**. The final outstanding balance shall be made via bank transfer before arrival. Accommodation cannot be guaranteed after this deadline. A balanced invoice will be provided via WAREOS.

BANK INFORMATION for ACCOMMODATION, TRANSPORTATION and ENTRY FEES:

A/C Name: Confederación Panamericana de Tiro con Arco
Federation's Address: Carrera 66B N 31 A 15
Telephone number: (57 4) 2659510
City and Country: Medellín-Colombia
Bank: Bancolombia
Account Number: 693-000001-35 (Cuenta Ahorros)
Swift: COLOCOBM
Bank's address: Av El poblado #14S-7
Bank's Phone: (4) 4440341
City: Medellín, Colombia

All bank charges will be paid by the participants. All payments shall be made in USD by bank transfer.

CREDIT CARDS are not accepted.

ADDITIONAL INFORMATION

Transportation

Transportation will be provided from Guatemala airport to the official hotels, from one day before the official practice day and until two days after the closing day. Local transport will be available between official hotels, practice and competition venues. Transport timetables will be confirmed.

For all the athletes that make their payment through the LOC transport is already included.

NOTE: For teams that don't make their payment through the LOC, contact the LOC to coordinate your flight arrival, and the charge.

Airport transfer

As it is described before, Guatemala is going to provide airport transfer to official hotels, from one day before the official practice day. It is very important that you send your flight information before the arrival.

A group of the LOC volunteers are going to be receiving the athletes and guiding them to their buses.

Cancellations & Changes

All cancellations and changes must be made through WAREOS:

- Cancellations received **before 21 March 2020** a full refund of the deposit payment will be made.
- Cancellations received **after 21 March 2020**, no refund will be given.
- Refunds will be processed after the event.
- Name changes to team officials or athletes (same category and division) will be accepted up to **17:00hrs, two (2) days before official practice** without any additional charge or penalty fees.
- Should flight arrival details change last minute, please contact the Organising Committee using the details indicated in the team managers' booklet.
- If a participant's arrival is later than the original scheduled arrival date, the room will be charged from the date of the original booking in WAREOS.
- An email will automatically notify the Organising Committee and Member Association of any changes made in WAREOS.

Training

A training field will be available starting on **18 April 2020** at Campo Marte located approximately 15 minutes from the official hotels. There will be an additional payment of \$15 per person, per day for transport between the practice venue and hotels. Transport to training will be made available at no

Hyundai Archery World Cup 2020, Stage 1 20 - 26 April – Guatemala City (GUA)

additional cost on April 20 and 21.

Weather

Guatemala is a city that has an average temperature. Temperatures in April are expected to range between 17 and 28 degrees Celsius. The average in the last few years has been 23 degrees Celsius. There are chances of rain, mainly in the afternoons.

Media Registration

Media representatives can apply for registration by emailing info@archery.org

Internet

Will be available in the official hotels for free (in hotel rooms and in the lobby). There will also be Wi-Fi available for access to results on venue.

Water

Bottled water will be available at the qualification and practice venues

Visa

All participants who need an entry visa to Guatemala, will be required to complete the **Visa Support sections** in WAREOS by no later than **15 March 2020**.

It is the applicants' responsibility for supplying the necessary information, ensuring all details are up to date, correct and submitted by the deadlines specified.

In addition, all participants that require a visa are kindly requested to supply a copy of their latest/valid passport. Copies of each application can be uploaded on WAREOS. All passport copies and personal details entered/uploaded to WAREOS will be held securely and in the strictest of confidence and not shared with other parties.

LOC Contact

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