

TO ALL World Archery MEMBER ASSOCIATIONS

Dear President,

The fourth stage of the ARCHERY WORLD CUP will be held in Wroclaw – Poland from the 5 to 10 August 2014. 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 2014, 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 **07 May 2014**
- Final Entries **16 July 2014**
- Hotel Reservation Form **07 May 2014**
- Transportation Form **07 May 2014**
- Visa Support Form **07 May 2014**
- Final Hotel Reservation Form **16 July 2014**
& payment of outstanding balances

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

Sincerely yours,

Mr Jozef Basciuk
President of Local
Organising Committee

PRELIMINARY PROGRAMME

03 August 2014 Sunday	Arrival of participants Practice field and local transport available
DAY 1 04 August 2014 Monday	Arrival of participants Practice field and local transport available
DAY 2 05 August 2014 Tuesday	Official Practice Team Managers Meeting
DAY 3 06 August 2014 Wednesday	Qualification Round for Recurve and Compound (Recurve 70m Round and Compound 50m Round) Mixed Team Eliminations (Recurve and Compound)
DAY 4 07 August 2014 Thursday	Individual Eliminations
DAY 5 08 August 2014 Friday	Team Eliminations
DAY 6 09 August 2014 Saturday	Finals – Compound
DAY 7 10 August 2014 Sunday	Finals – Recurve
11 August 2014 Monday	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	04 Feb 2014
End of Preliminary registration using WAREOS:	07 May 2014
End of Final registration using WAREOS:	16 July 2014

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 2013 will need to have paid these penalty fees before being eligible to enter and compete.

ACCOMMODATION & GENERAL INFORMATION

Official hotels are **Haston Hotel**, **Orbis Hotel** and the **Jasek Hotel**. 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 **07 May 2014**.
- Final Hotel Reservation & Transportation Forms: **16 July 2014**.

To confirm your hotel reservations, a 50% deposit, of the total amount, is required to be transferred, to the OC **before 07 May 2014**, 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 125 Euros (including Breakfast & Dinner Buffet)
Double Room 210 Euros (including Breakfast & Dinner Buffet)

2. Orbis Hotel (4 Star)

Single Room 110 Euros (including Breakfast & Dinner Buffet)
Double Room 170 Euros (including Breakfast & Dinner Buffet)

3. Jasek Hotel (3 Star)

Single Room 80 Euros (including Breakfast & Dinner Buffet)
Double Room 140 Euros (including Breakfast & Dinner Buffet)
Triple Room 180 Euros (including Breakfast & Dinner Buffet)
Quadruple Room 200 Euros (including Breakfast & Dinner Buffet)

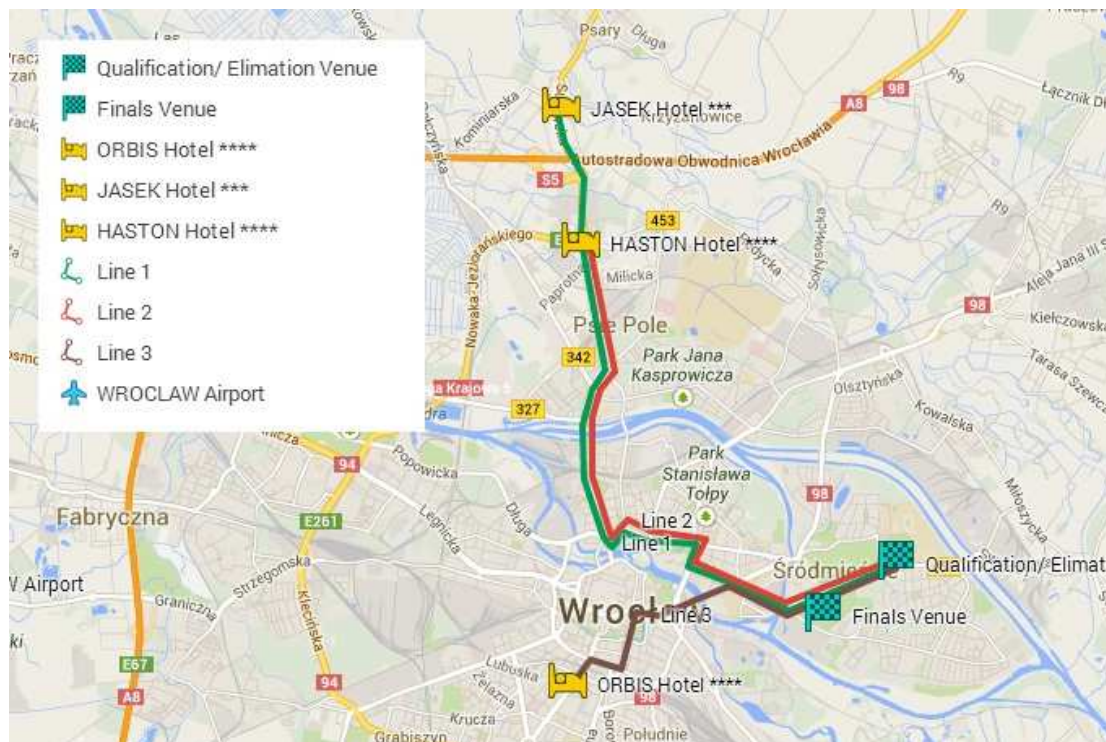
Important Note:

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.

Location of the event facilities:



Source: maps.google.com

Distances:

- Haston Hotel to Archery Venues - 11 km
- Orbis Hotel to Archery Venues - 7 km
- Jasek Hotel to Archery Venues - 11 km
- Wrocław Airport to Haston Hotel - 18 km
- Wrocław Airport to Orbis Hotel - 13 km
- Wrocław Airport to Jasek Hotel - 18 km

Qualification/ Elimination Venue to Finals Venue - 1.5 km

HOTEL RESERVATION FORM

Country/Team from: _____

Hotel: _____

Number of Rooms:

Single:

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Double:

--

Triple (Jasek Hotel only):

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Quadruple (Jasek Hotel only):

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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 on the LOC website <http://awc-wroclaw2014.pl/> for detailed hotel information.

Signature of President / Secretary General: _____

PLEASE RETURN THIS HOTEL RESERVATION FORM TO LOC BEFORE
07 May 2014 by email to office@awc-wroclaw2014.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 roundtrip (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-wroclaw2014.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 **07 May 2014**. After this deadline, accommodation cannot be guaranteed.

Full payment of all fees (accommodation and entry fees) are to be paid in full BEFORE 16 July 2014. 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 125; Double room Euro 210

Orbis Hotel (**)**

Single room, Euro 110; Double room Euro 170

Jasek Hotel (*)**

Single room, Euro 80; Double room Euro 140; Triple room Euro 180; Quadruple room Euro 200

Please reserve the following:

_____ SINGLE ROOM(s) From _____ to _____ 2014

_____ DOUBLE ROOM(s) From _____ to _____ 2014

_____ TRIPLE ROOM(s) From _____ to _____ 2014

_____ QUADRUPLE ROOM(s) From _____ to _____ 2014

_____ TOTAL ROOMS REQUIRED

Flight Details:

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

Or we will arrive/depart to/from Wroclaw 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 _____

Wroclaw 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 =	_____
Triple	_____ x _____	_____ x =	_____
Quadruple	_____ x _____	_____ x =	_____

TOTAL ACCOMMODATION AMOUNT _____

Entry Fee Payment:

Finals entry fee payments should be made in Euros, via a bank transfer, before **16 July 2014**. 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 =	_____

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 10 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 **07 May 2014** made by bank transfer. All outstanding balances are to be paid, **IN FULL, by 16 July 2014**.

Please send this form and final payment to the LOC **BEFORE 16 July 2014** by email to office@awc-wroclaw2014.pl

ADDITIONAL INFORMATION

Transportation:

- Transportation will operate from Wroclaw airport to official hotels, from 1st to 4th August 2014.
- Transportation will operate from official hotels to Wroclaw airport, from 9th to 12th August 2014

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 **16 July** for full refund of the deposit payment
- Received no later than **16 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 **3 August 2014** 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-wroclaw2014.pl

Language: English

Official website: <http://www.awc-wroclaw2014.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 **07 May 2014**.

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 **07 May 2014**.

Only **e-mail** is accepted!!!

E-mail: office@awc-wroclaw2014.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