TO ALL World Archery Member Associations,

Dear President,

As Chair of the Local Organising Committee (LOC) of the EVENT NAME to be held in CITY, COUNTRY on DD MONTH YYYY, I would like to invite you all to be part of one of the most important archery events to take place in the CONTINENT/COUNTRY in 2024.

City name is surrounded by majestic mountains. It is the country’s second largest city, industrial capital, business centre, and beating heart of commerce. Through conviction and political will, we have taken on the challenge of transforming Medellin into a city where justice, solidarity and acceptance are paramount.

The city has a deeply ingrained culture of service based on the friendliness, respect and warmth of its people. Its local government and institutions are fully committed to the city’s development. Its modern infrastructure offers absolute comfort when hosting world class events.

Athletes of the world do know that Medellin is also a city where magnificent archery events can be staged. The past 4 years of World Cup stages were successfully hosted here. Participants from more than 35 countries have enjoyed the experience of shooting in our city. Those who joined us previously will certainly want to come back and be our best ambassadors to advertise our 2019 stage among the rest of the athletes of the world.

Welcome to this amazing city that reinvents itself every day. Our targets look forward to embracing your arrows, just as our hearts are ready to make your visit unforgettably enjoyable.

“Come and discover hundreds of reasons to visit and endless excuses to come back”.

Sincerely yours,

**NAME SURNAME**

**World Cup City name OC Chairman**

IMPORTANT DATES

Please find enclosed detailed information regarding this event. To register participation, please complete all the necessary sections in WAREOS (<https://extranet.worldarchery.sport>) within the deadlines listed below.

Summary of deadlines:

|  |  |
| --- | --- |
| Registration Opening date on WAREOS | DD month YYYY (6 months before the event, consider a week to review the IP and make changes, if necessary, before publication) |
| Preliminary Entries / 50% down-payment | DD month YYYY (3 months before the event)  |
| Final Entries / Full invoice payment | DD month YYYY (3 weeks before the event) |
| Transportation | DD month YYYY |
| Visa support | DD month YYYY |
| Full refund cancellation deadline\*After this deadline, the LOC is allowed to retain all amounts due by the Member Association. | DD month YYYY |

Please adhere to the provided deadlines. It is imperative for Member Associations to update WAREOS with any changes, including cancellations or modifications, even after submitting a preliminary entry. Non-compliance may result in additional penalties.

PRELIMINARY PROGRAMME 24 TARGETS

|  |  |
| --- | --- |
| DD MONTH YYYYThursday | Arrival of participants |
| DD MONTH YYYYFriday | **Official Practice** (Equipment Inspection) followed immediately by qualification**Qualification Round** (Recurve, Compound) |
| DD MONTH YYYYSaturday | **Individual Eliminations** (1/16, 1/8, 1/4)(Compound, Recurve) |
| DD MONTH YYYYSunday | **Individual Eliminations** (1/2)(Compound, Recurve)**Finals** (Compound, Recurve)\***Award ceremonies** (Compound, Recurve) |
| DD MONTH YYYYMonday | Departure of teams |

PRELIMINARY PROGRAMME 32 TARGETS

|  |  |
| --- | --- |
| DD MONTH YYYYFriday | Arrival of participants |
| DD MONTH YYYYSaturday | **Official Practice** (Equipment Inspection) followed immediately by qualification.**Qualification Round** (Recurve, Compound)**Individual Eliminations** (1/16, 1/8, 1/4)(Recurve, Compound) |
| DD MONTH YYYYSunday | **Individual Eliminations** (1/2)(Compound, Recurve)**Finals** (Compound, Recurve)\***Award ceremonies** (Compound, Recurve) |
| DD MONTH YYYYMonday | 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.

\*As per World Ranking requirements it is mandatory to schedule at least gold medal matches for each individual category in a separate 1-hour session for broadcast.

PRELIMINARY & FINAL REGISTRATION

All entries, accommodation reservations, transport needs, flight arrival/departure information and visa invitation letter requests are to be completed using the World Archery Online Registration System WAREOS <https://extranet.worldarchery.sport>. This system 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.sport> 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 wareos@archery.sport with any questions regarding **technical problems on WAREOS**. For any question regarding the organisation of the event (transport, accommodation, meals, invoices, visa etc.) please contact **directly the LOC**.

A maximum number of three (3) athletes per country can be registered into each category and divisions of the event.

Member Associations can only use WAREOS to make any changes, amendments or cancellations 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.

ENTRY FEES

 ***Please delete the prices in brackets here under on your IP***

Individual X USD per athlete (*Not to exceed 500 CHF)*

Team Manager X USD per person (*Not to exceed 180 CHF) – Maximum 2 allowed per team*

Coach X USD per person (*Not to exceed 250 CHF)*

Medical X USD per person (*Not to exceed 180 CHF) – Medical license shall be controlled by MA and made available to LOC or World Archery. upon request*

Teams X USD per team

Guest (optional) X USD per person

VIP guest (optional) X USD per person

International License 100 CHF per participant per calendar year to be paid to World Archery

All other fees applicable to the event can be found in the [Policies and Procedures Athletes, Officials and Team Management.](https://documents.worldarchery.sport/Events/Procedures/Team_Management_-_Policies_and_Procedures.pdf)

Member Associations that have penalty fees outstanding from 2023 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.

ACCOMMODATION

One Hotel – Five Star Hotel

* Single Room price: USD 150.00 per room
* Number of rooms: 50
* Double/Twin Room price: USD 300.00 per room
* Number of rooms: 40
* Board plan: breakfast, half board, (specify breakfast-dinner or breakfast-lunch), full board.
* Check-in from (date and time)
* Late check-out (fee and time)
* Hotel website:
* Photo (hotel & rooms)
* Hotel information (anything relevant, like A/C available, gym, etc…)

Two Hotel – Five Star Hotel

* Single Room price: USD 150.00 per room
* Number of rooms: 50
* Double/Twin Room price: USD 300.00 per room
* Number of rooms: 40
* Board plan: breakfast, half board, (specify breakfast-dinner or breakfast-lunch), full board.
* Check-in from (date and time)
* Late check-out (fee and time)
* Hotel website:
* Photo (hotel & rooms)
* Hotel information (anything relevant, like A/C available, gym, etc…)

Rooms 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 will be served at the hotel.

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

In addition, the LOC will be responsible to provide any event information at this hotel and provide transportation to the venues. Private vehicles can be used too.

TRANSPORTATION

Transportation will be provided from X airport to the official hotel, from two days before the official practice day and until two days after the closing day at X price/for free. Local transport will be available between the official hotel, practice and competition venues X price/for free. Transport timetables will be confirmed.

VISA

All participants who need an entry visa to Country, will be required to complete the **Visa Support sections** in WAREOS by no later than **DD Month YYYY**.

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.

BANK INFORMATION FOR ACCOMMODATION, TRANSPORTATION AND ENTRY FEES

A/C Name: Archery account

Federation’s Address: 25 archery street

Telephone number: +11 222 22 22

City and Country: City, Country

Bank: Bancarchery

Account Number: 600-000000-30

Swift: COLOCOBM

Bank’s address: Carrera 66B

Bank’s Phone: +11 333 33 33

City: City, Country

**NOTE**: ALL PAYMENTS SHALL BE MADE IN USD.

CANCELLATIONS & CHANGES

All cancellations and changes must be made through WAREOS / Open WAREOS:

* 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.

HEALTH REGULATIONS

Medical emergency contact and location

Hospital Name, address, phone number

Doctor Name, address, phone number

ADDITIONAL INFORMATION

Training

A training field will be available starting on **DD Month YYYY** at the X Stadium located approximately 20 minutes from the official hotels. There will be an additional payment of USD 15 per person, per day for transport between the practice venue and hotels from April 17 to April 19. Transport to training will be made available at no additional cost on April 20 and 21.

Weather

Medellin is a city where it is never cold and very seldom hot. Temperatures in April are expected to range between 20 and 28 degrees Celsius. The average in the last few years has been 25 degrees Celsius. There are chances of rain, mainly in the afternoons.

Media Registration

Media representatives can apply for registration on the LOC website: www. or by emailing @ (LOC media contact) or at info@archery.sport.

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

Each participant with receive clean bottles of water.

Bottled water will be available at the qualification and practice venues.

A water fountain system will be used.

LOC CONTACT

Name: First name / Last name

Address: Street, n°, city, country

Email: email@gmail.com

Language: Spanish and English

Phone number with international extension: +41 232 23 34

Looking forward to welcoming you in City, Country.

**Terms and Conditions**

**Introduction**

The Member Association acknowledges to have understood and accepted in their whole and without any restrictions the sale and purchase terms and conditions of this invitation package, and of the registration platform <https://extranet.worldarchery.sport/wareos/>.

Consequently, the Member Association who wishes to register to an event, and book some or all associated extras proposed by the local organizing committee acknowledges that they are fully aware present terms and conditions are accepted by entering information in WAREOS.

Any Member Association declares that it is entitled to enter a contractual relationship with the Local Organising Committee of the event, in accordance with these terms and conditions.

The Local Organising Committee commits itself to communicate, within reason, to its potential clients the greatest information available on the following topics:

Description of the main characteristics of the proposed products and of their use.

Pricing
Information on the methods of payment and reimbursement conditions.

**Article 1: Entirety**

The platform <https://extranet.worldarchery.sport/wareos/> is the propriety of, has been designed and created and is managed by World Archery Federation at Lausanne, Switzerland, and put at the disposal of the Local Organising Committee to facilitate registration to World Archery events.
The present terms and conditions include any and all rights and obligations of the parties. No single, specific, or general term or condition that may appear on documentation sent, given, or handed over to a Member Association will alter, replace, or complete parts of or the entirety of these terms and conditions
World Archery reserves the right to modify at any time and without any preliminary notification of any kind these terms and conditions.

**Article 2: Object**

The present terms and conditions define the rights and obligations of the parties in relation to the registration made through the platform <https://extranet.worldarchery.sport/wareos/> of services offered by the Local Organising Committee in the scope of the event it has been set for.

**Article 3: Contractual documents**

The present terms and conditions and the registration process make up the contractual documents between the parties.

**Article 4: Electronic signature:**

The Member Association’s entering registration information is the electronic signature which is binding between the parties in the same sense as a handwritten signature would be.

**Article 5: Registration Confirmation – Contract**

The contract is validated as soon as the Member Association has entered its preliminary registration by entering information in WAREOS. A modification of the registration is possible until the deadline for registration set in the document. Modifications may be subject to penalty fees.

**Article 6: Prices**

The official prices are listed in the “Policies and Procedures Athletes, officials and team management”, the invitation package prices will be based on the official price list, converted to the currency elected by the LOC for invoicing (CHF, EUR, or USD).

The official prices valid on the date that the registration confirmation is sent to the Member Association are binding between the parties.

**Article 7: Payment methods**

All payments shall be made by bank transfer to the organising committee respecting the stated deadlines, with all bank charges paid by the Member Association. For any open invoices that are not settled 21 days prior the beginning of the event, the Local Organising committee will be entitled to charge a 5% surcharge on all open amounts.

Any payments received cash by World Archery on behalf of the organising committee will incur a 10% additional service fee, to be paid to World Archery.

**Article 8: Payment deadlines and refunds**

After the final deadlines of registration mentioned in this document, Member Association will not be entitled to any refund, and all remaining unpaid amounts shall be paid to the Local Organising Committee.

Failure to do so, will results in an immediate suspension of the Member Association, who will be set as not in good standing on the day of the official practice of the event, and so until the full amount is paid to the LOC.

**Article 9: Availability of services**

The availability of services is guaranteed on a first come, first serve basis, provided that the payment of such service has been paid to the local organising committee, partially or in full as mentioned in this document.

The local organising committee is not required to hold services for a Member Association that as not paid in full such service.

**Article 10: Force-majeure**

None of the two parties will have failed in their respective contractual obligations if their execution is delayed or prevented by a case of force-majeure. Cases considered to be a force majeure are extraordinary events or circumstances beyond the control of the parties, such as a war, strike, riot, crime, or an event described by the legal term "act of God" (e.g., flooding, earthquake, volcano eruption, etc). However, force majeure is not intended to excuse negligence or other malfeasance of a party, as where non-performance is caused by the usual and natural consequences of external forces, or where the intervening circumstances are specifically contemplated. The party experiencing a force majeure must notify in writing with 24 hours after becoming aware of the occurrence. The parties will then, within 7 business days examine, unless the force majeure prevents it, if and how the contractual obligations will be met.

**Article 11: Privacy statement**

All information exchanged by the Parties will be treated with the utmost confidentiality
All information requested by World Archery and the Organising Committee from the Member Association are necessary to process the event registration and can therefore be communicated only to the contractual partners of World Archery and the Local Organising Committee.

World Archery and the Local Organising committee are authorized to send informative and promotional e-mails to the Member Association, using the WAREOS e-mail address and the contact person provided by the Member Association during the registration.

October 2023 by World Archery Federation, Maison du Sport International, Avenue de Rhodanie 54 - 1007 Lausanne (Switzerland)