



30TOKYO2020SCB52
February 2019



READY STEADY TOKYO
Tokyo, Japan
Version 1.2

TO ALL World Archery MEMBER ASSOCIATIONS

Dear President,

The Tokyo Organising Committee of the Olympic and Paralympic Games (hereafter Tokyo 2020/Organising Committee) is delighted to announce that the Tokyo 2020 Test Event is being held at the Yumenoshima Park Archery Field in Tokyo, Japan from 11 to 18 July 2019.

We would like to extend a warm invitation to you and your country to participate in the event, which is called "READY STEADY TOKYO - Archery" and will be organized in accordance to World Archery rules. The event will take place at the same venue that will host the Tokyo 2020 Olympic and Paralympic Games Archery competition.

If your association would like to participate in the event, please complete the registration process through WAREOS Online Registration System (WAREOS) within the deadlines listed below:

Summary of deadlines:

Preliminary Entries	12 April 2019
Final Entries and entry payment	20 June 2019
Preliminary Hotel Reservation	12 April 2019
Final Hotel Reservation	20 June 2019
70% Deposit Hotel Payment	07 June 2019
Remaining Hotel Payment	20 June 2019
Visa Support	03 June 2019
Airport Transportation request (optional)	20 June 2019

We look forward to welcoming you in Tokyo.

Yours sincerely,

Koji MUROFUSHI
Sports Director

Yuko OKURA
Sport Manager – Archery

PRELIMINARY PROGRAMME

Day	Date	Description
Day 0	10 July	Official arrivals day (airport transportation provided upon request)
Day 1	11 July	Team Managers' meeting Official practice, registration and equipment inspection
Day 2	12 July	70M Ranking Round for women and men
Day 3	13 July	Mixed Team: 1/8 Elimination matches to Gold Medal Match
Day 4	14 July	Men's and Women's Individual: 1/32 and 1/16 Eliminations
Day 5	15 July	Men's and Women's Individual: 1/32 and 1/16 Eliminations
Day 6	16 July	Men's and Women's Individual: 1/32 and 1/16 Eliminations
Day 7	17 July	Women's Individual: 1/8 Eliminations to Gold Medal Match
Day 8	18 July	Men's Individual: 1/8 Eliminations to Gold Medal Match
Day 9	19 July	Departure day

NOTE: This preliminary programme is subject to change based on the number of participants. All changes will be published and distributed in good time.

PRELIMINARY & FINAL ENTRIES

All entries, accommodation reservations, flight arrival/departure information (including optional airport transportation requests), 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 Mr. Jae Kyung LEE (jkleee@archery.org) in the World Archery Office with any questions regarding WAREOS.

A maximum of **three (3) athletes per country** (host country included) can be registered into each gender/recurve category of the event. Preliminary entries should be completed using WAREOS.

*Among the total number of participating athletes, three (3) Para athletes of each gender in the recurve open category will be invited to participate to test the venues suitability for the Paralympic Games. The host country is permitted to have one (1) Para athlete of each gender and the other two (2) places, in each gender, participation will be awarded based on the May 2019 Para World Rankings in the open recurve category. Paralympic athletes will compete in the same conditions as the Olympic athletes.

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| ● Start date for online registration using WAREOS: | 08 February 2019 |
| ● End of Preliminary registration using WAREOS: | 12 April 2019 |
| ● End of Final registration using WAREOS: | 20 June 2019 |

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 three (3) athletes from the preliminary entries, the following penalty fees will automatically be applied.

Penalty fees to be paid to Organising Committee:	Cost (JPY):
Entries made after the entry deadline dates.	6,000 per entry
If final entries differ from the preliminary entries by more than 3 athletes/officials.	18,000 per entry
When no preliminary entries were made before the deadline date but then submit final entries.	18,000 per entry

Penalty Fee to be paid to World Archery:	Cost (CHF):
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
Lost accreditation.	30 each

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

Please be aware that any entry that arrives less than three (3) days before the team managers' meeting will be refused if no preliminary entry and/or final entry has previously been made. This decision cannot be appealed by teams and is fully in compliance with the current World Archery Constitution and Rules and article 3.7.1.2. Entries after the deadlines are subject to penalties, as clearly written in the World Archery Constitution and Rules and the invitation documents of World Cups and World Championships.

A Member Association that has made final entries in WAREOS but does not participate in the event will be invoiced for the number of entries entered in the system, unless the Member Association has informed both WA and the Organising Committee, in writing, at least one (1) week prior to the event.

As a final note, only Member Associations in good standing will be eligible to compete. This also means that any penalty fee for 2018 must have been paid prior to participation.

OFFICIAL ENTRY FEES

Individual:	30,000 JPY per athlete
Officials:	15,000 JPY per person
Temporary Upgrade: For athletes wishing to be a coach temporarily	3,600 JPY per accreditation

Entry fee in NON official hotels:

Individual:	60,000 JPY per athlete
Officials:	30,000 JPY per person

For participants using official hotels, entry fees include daily local transport to/from the competition venue to official hotels during qualification, elimination and finals (timetable to be confirmed). All participants should book their accommodation through WAREOS.

Participants that do not book their accommodation through the WAREOS will have to pay double entry fees and will not be entitled to any event information or local transportation to and from the competition venue.

Transportation to and from Haneda/Narita Airports to official hotels will be provided only on request-basis with separate fees (see page 8 for details) on the official arrival and departure days.

- **Official arrival day:** Wednesday, 10 July 2019
- **Official departure day:** Friday, 19 July 2019

Payment of Entry Fees

The Entry Fee must be paid in full via bank transfer by 20 June 2019 to the Organising Committee using the details below. Bank transfer fees are under the sender's responsibility. Travel checks will not be accepted. For teams that would like to pay by credit card, please contact JTB Corp. Mr. Junichi Kurono by email (E-Mail: test-events@jtb.com) before the payment deadline.

Account holder:

JTB Corp.
JTB Corp. Sports Marketing Branch
54F Shinjuku Mitsui Building, 2-1-1, Nishi-Shinjuku, Shinjuku-ku, Tokyo, 163-0454, Japan

Account information:

Bank Name : The MUFJ Bank Ltd.
Branch: Shimbashi Branch
Swift Code: BOTKJPJT
Account Number : 433-4945605

ACCOMMODATION AND AIRPORT TRANSPORTATION

All participants are responsible to pay for accommodation. However, booking for the official hotel(s) can be made through WAREOS. Provision of local transport to/from the competition venue will only be offered from these official hotel(s). Official accommodation options are listed in the following section.

Teams who elect to book accommodation at non-official hotels may do so but at their own risk. Those who do not reserve their accommodation through WAREOS will be charged a double entry fee, which is 60,000 JPY (per athlete) / 30,000 JPY (per official). Airport transfers and transportation between the competition venue and non-official hotels will not be provided, and no event information will be distributed to those staying at non-official hotels.

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| • Preliminary Hotel Reservation start date | 08 February 2019 |
| • Final Hotel Reservation | 20 June 2019 |
| • 70% deposit | 07 June 2019 |
| • Remaining Hotel Payment | 20 June 2019 |

IMPORTANT! Please note that there will be a limited number of rooms at each hotel. To ensure that you stay at your preferred hotel, please make your hotel reservation in WAREOS as soon as possible. Reservations are only final once the Organising Committee has received the **70% deposit**. Hotels are allocated on a first come, first serve basis. Note, any refunds will be made after the event.

Hotel room rates are in Japanese Yen per person, per night, including free internet, full board, breakfast and dinner at the hotels. Lunch will be served at the venue. Beverages (excluding alcohol) is included in the meal charge. Additional purchases in the hotel bar, café and minibar is at one's own expense. Please refer to the accommodation pages below for detailed hotel information.

Day Nice Hotel Tokyo (3 star)

2-1-1 Kiba, Koto-ku, Tokyo 135-0042

TEL: +81-3-3642-0011

<http://www.daynice-hotel.com> *Japanese only

Check-in: 15:00 / Check-out: 10:00

This hotel has Otemachi and Nihombashi to the west, Tokyo Disneyland, Kasai Rinkai Park and Tokyo Tatsumi International Swimming Center to the east. Free wifi available.

APA Hotel Tokyo Shiomi-Ekimae (3 star)

2-8-6 Shiomi, Koto-ku, Tokyo 135-0052

TEL: +81-570-056-111

https://www.apahotel.com/hotel/shutoken/11_tokyoshiomi-ekimae/?id=12&hotel_id=11

Check-in: 15:00 / Check-out: 11:00

Just 9 minutes from Maihama on the Keiyo Line and 8 minutes from Tokyo Big Site by car, this hotel makes a great base for sightseeing and business travel. It also offers a large banquet hall which can accommodate 400 people and features a large open-air public bath. Free wifi available.

HOTEL ROUTE-INN Grand Toyo-cho (3 star)

2-3-12 Toyo, Koto-ku, Tokyo 135-0016

TEL: +81-3-3649-1211

https://www.route-inn.co.jp.e.ut.hp.transer.com/language/hotel_detail.php?hotel_id=73

Check-in: 15:00 / Check-out: 10:00

This hotel is located in Toyochō, next to Fukagawa, which maintains its traditional folk atmosphere. The hotel offers a friendly space, only a 9-minute ride on the subway from Tokyo Otemachi. Great access to Odaiba and Tokyo Disney Resort too. Free wifi available.

HOTEL EAST 21 TOKYO (4 star)

6-3-3, Toyo, Koto-ku, Tokyo, 135-0016

TEL: +81-3-5683-5683

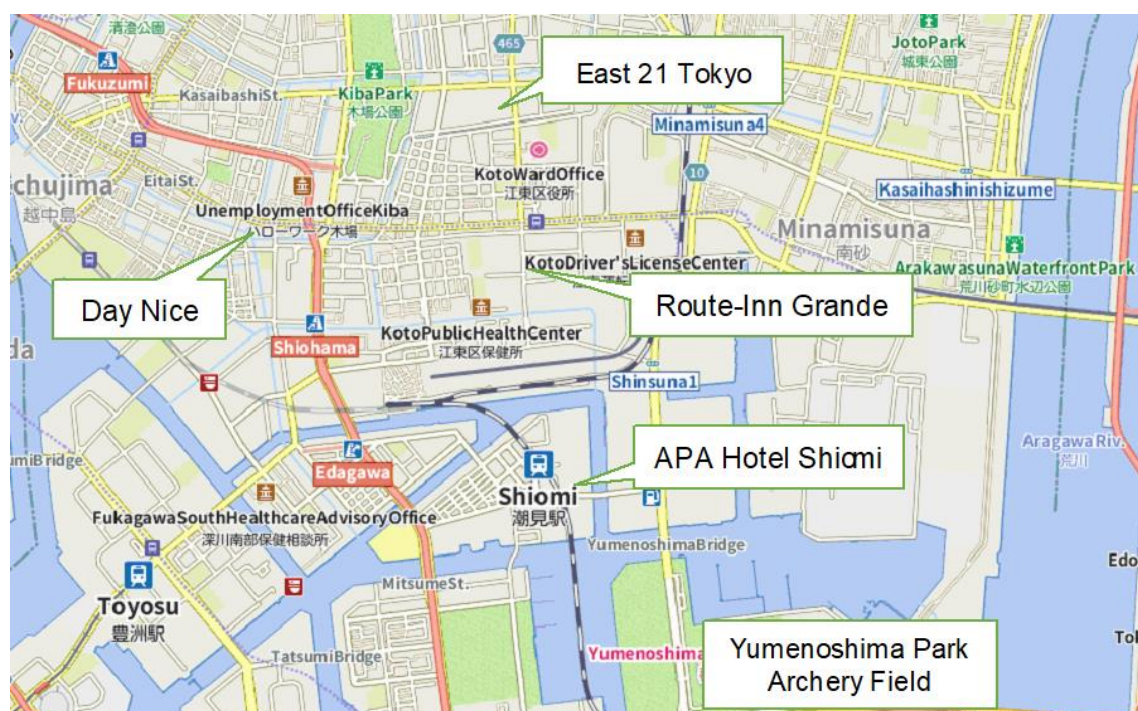
<https://www.hotel-east21.co.jp/en/>

Check-in: 14:00 / Check-out: 11:00

Hotel East 21 Tokyo is located in Toyochō (Tokyo Metro Tozai Line) with smooth access to Tokyo Station, Otemachi, Nihonbashi, and Haneda and Narita Airports. The hotel accommodates more than 400 rooms and offers a 19 century European elegant atmosphere and refined service and hospitality. Free wifi available.

(Currency: Japanese Yen)

Hotels	Distance from venue	Single room	Twin Room Per person
Day Nice Hotel Tokyo 15 min by car to venue	4.3 km	---	16,208
APA Hotel Tokyo Shiomi-Ekimae 9 min by car to venue	1.7 km	24,625	20,975
Hotel Route-Inn Grand Tokyo Toyoch 11 min by car to venue	2.8 km	---	17,670
Hotel East 21 Tokyo 15 min by car to venue	3.7 km	28,000	---



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Important Note:

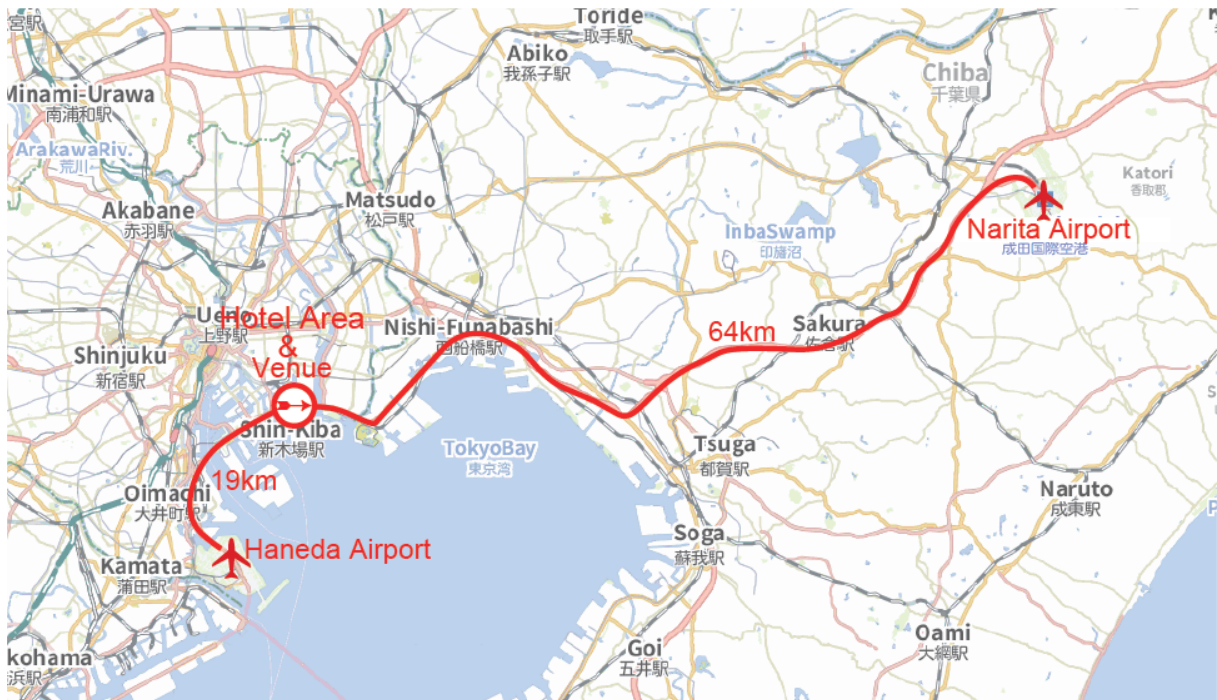
Please complete all necessary sections in WAREOS and make full payment for entries and accommodation by the specified deadlines. Bank transfers only, no travel checks will be accepted. For teams that would like to pay by credit card, please contact JTB Corp. Mr. Junichi Kurono by email (E-Mail: test-events@jtb.com) before the payment deadline.

Teams that book non-official accommodation will need to register at the accreditation desk on the 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.

AIRPORT TRANSPORTATION FEES (Optional)

Transportation by taxi to and from Haneda/Narita Airports to the official hotels will be arranged on a request basis on the official arrival and departure days. Requests should be registered through WAREOS by 20 June 2019.

- Transportation fee between Haneda Airport and hotel (one-way): **24,000 JPY/per person**
- Transportation fee between Narita Airport and hotel (one-way): **38,000 JPY/per person**



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PAYMENT CONDITIONS FOR HOTELS:

To confirm hotel reservations, an **70% deposit** of the total accommodation amount is required to be transferred to the Organising Committee **before 7 June 2019**, via bank transfer using the details on page 5. The remaining payment for accommodation should be paid by **20 June 2019**. A balance invoice will be provided by WAREOS.

Accommodation cannot be guaranteed after this deadline. In case of cancellation after **21 June 2019** and/or a no-show, the travel agency will charge a cancellation fee of **100%** of the costs for all nights and rooms you have booked.

Contact information at Travel Agency

JTB Corp. Sports Marketing Branch
Mr. Junichi Kurono
E-Mail: test-events@jtb.com

VISA SUPPORT

All participants who need an entry visa to Japan will be required to complete the Visa Support Form in WAREOS by no later than **03 June 2019**.

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.

Please note that the Organising Committee can provide invitation for the period of the Test Event in Tokyo only.

GENERAL INFORMATION

Archery Venue

The entire archery competition will be held at the Yumenoshima Park Archery Field, 2-1-4 Yumenoshima, Koto-ku, Tokyo.

Cancellations & changes

Cancellations must be given in writing and must be received on or before **20 June 2019** for a full refund, which will be processed after this date. No refunds will be given for cancellations made after 20 June 2019.

Name changes (same category and division) will be accepted up to 72 hours before the event without any additional charge.

For changes in travel schedule, Tokyo 2020 should be informed 72 hours prior to arrival. If your arrival is later than your original schedule, the room charges will start from the original date indicated by the Member Association on their Accommodation Reservation Form.

Transportation to/from competition venue

The entry fees include transportation between the official hotels and the competition venue on each day of competition. Local transportation will not be provided to and from non-official hotels.

Training

The training field will be in the same field as the field for the Ranking Round and will be available on 11 July 2019 (official practice day) and after the Ranking Round from 13 July until the last day of the competition.

Meals

Breakfast: A continental breakfast will be provided to teams staying at official hotels each day.

Lunch: Available at the competition venue between 11 July and 18 July.

Dinner: Available for teams at the official hotels from 17:30 to 21:00.

Water on the Venue

Bottled water will be provided on venue during competition for accredited persons.

Weather

Summer (July to August) in Tokyo is hot and humid. Occasional rain will be expected in the late afternoon when the temperature becomes high in mid-day. Please prepare for both hot weather and rain.

Average weather in July (past 3 years):

Average Temperature	27° C
Low Temperature	24° C
High Temperature	31° C
Sunshine Hours	187 Hours
Monthly Rainfall	90 mm
Sunrise	4.34h
Sunset	18.59h

Medical information

Hospital information will be provided at the Team manager's Booklet.

Insurance

All team members must have valid medical insurance and travel insurance for the event. Tokyo 2020 will not be responsible for providing medical insurance or travel insurance for any competitor or team official.

Prohibition of radio devices

Radio devices (walkie-talkies) cannot be used on the competition venue unless approved by the Organising Committee in advance. Please apply to Tokyo2020<archerytestevent@tokyo2020.jp> by the end of February.

Media rights

By competing in the event, all competitors, teams and team officials grant Tokyo 2020, and the sponsors and broadcasters of the event, the right in perpetuity to make, use, process, edit, store or sell any photographs, video, television, audio material or other reproductions of the competitors, teams and/or team officials during the event without the need for further consent and without the payment of royalties.

Media Registration:

International media representatives can apply for registration by emailing <info@archery.org>.

Internet Connection:

Free Wi-Fi will be available at the official hotels. There will also be Wi-Fi available for access to results.

Smoking

Smoking is prohibited on the competition venue. Furthermore, please note that due to local authority laws smoking (including e-cigarette and vaping) and littering of cigarettes are also strictly prohibited in all public areas surrounding the venue except for designated smoking areas.

Tokyo 2020 Organising Committee contact:

Ms. Yuko OKURA

Mr. Yasuhiro SHIWAKU

Email: archerytestevent@tokyo2020.jp

Language: English, Japanese

*Please note that this contact should be used solely by Member Associations in matters related to the Tokyo 2020 Test Event.